WORK SAFE BC
WORKING TO MAKE A DIFFERENCE

Electronic Audiogram Program User Manual

Part 2 of 3: Using Data Entry Mode

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TABLE OF CONTENTS

PREFACE **5**

ELECTRONIC AUDIOGRAM PROGRAM OVERVIEW **5**

DATA ENTRY MODE FUNCTIONS **6**

SAVING A HEARING TEST RESULT IN DATA ENTRY MODE 7

CLEARING HEARING TEST DATA IN DATA ENTRY MODE **12**

CREATING TEMPLATES IN DATA ENTRY MODE **13**

MODIFYING A SAVED HEARING TEST **15**

DELETING SAVED HEARING TESTS **19**

GENERATING AUDIOGRAM DATA FILE **20**

SEPARATE PROCESSING STREAMS FOR SIN VS NO-SIN RECORDS 20
BATCHES 21
FILE LOCATION AND FILE NAME FOR GENERATED AUDIOGRAM FILE 24
SUMMARY 27

ENTERING HEARING TEST RESULTS IN DATA ENTRY MODE **28**

DATA ENTRY MODE VS FORMS MODE 28
WHY DO WE DO THIS? 29
Data Groups – Row 1 *30*
Special action buttons *31*
Data fields *31*
Data fields – Row 3 – your audiogram entry point *31*
Data fields – Row 4 onwards *32*
Making mass changes to data in Row 4 onwards *32*
DATA VALIDATION TIMING IN DATA ENTRY MODE 33
AUDIOGRAM DATA ENTRY 35
Entering Firm Info *36*
Selecting a Firm From the 'Firms' Tab *36*
ENTERING TEST SUBJECT INFO 41
Setting up Test Subject in the 'Test Subjects' Tab *41*
Selecting a Test Subject from the 'Test Subjects' Tab *43*
Entering Test Subject Info Fields directly into an audiogram *45*
ENTERING 'OCCUPATION CODE' FIELD 48
Select Occupation Code from the 'Occupation Codes' Tab *48*
Entering 'Occupation Code' Field Directly *50*
Displaying Occupation Code Description *51*
Entering Classification Code Field *51*
Entering 'Classification Code' Field Directly *54*
Displaying Classification Code Description *55*

Entering 'Years at That Occupation' Field 56
Entering 'IAT Certification Number' Field 57
Entering a 'Date of Test' Field 58
Entering 'Test Booth' Field 59
Entering 'Type of Audiometer' Field 59
Entering 'Was your audiometer calibrated. . . .' Field 60
Entering 'Noise Level dBA' Field 61
Entering 'Noise Level Impact' Field 62
Entering 'Hours Away From Noise' or 'Hours In Noise Before Test' Field 63
Entering 'Do you regularly wear ear protectors' and 'Type of ear protector worn regularly' Fields 64
Entering 'Type of ear protector worn before test' Field 65
Entering the 'Test Type' Field 66
Entering the 'Category of Test' Field 66
Entering 'Reliability' Field 67
Entering Hearing Test Result Fields 67
Entering Optional Fields 69

AUDIOGRAM PROCESS REPORTS 70

Audiogram Reports for Audiograms - with Social Insurance Number 70
Audiogram Reports for Audiograms - Without Social Insurance Number for Construction Firms 71
Summary 73

WORK SAFE BC AUDIOGRAM ERROR REPORT 74

How To Read The Error Report 74
Common Errors 74
NON-MATCH DOB - Non Match Date of Birth 74
NON-MATCH NAME 75
INVALID TECH S.I.N. – Invalid Contractor Number or Technician SIN 75
INVALID CLS/SUB/INDY – Invalid Classification for the Firm and Location 75
INVALID LOCATION # 77
DUP AUDIOGRM-TEST DATE 77
DUP EMP REC-TEST DATE 77
Summary 77

MODIFYING GENERATED HEARING TESTS 79

RESENDING GENERATED HEARING TESTS 80

Summary 82

PRINTING AUDIOGRAM FOR A SAVED HEARING TEST 83

PRINTING AUDIOGRAM REPORTS FOR SAVED HEARING TESTS 86

Printing Audiogram Report For A Specific Firm Number, Location And Name 87
Printing Audiogram Report for all Firm Number, Location and Name 90
Summary 92

SAVING AUDIOGRAM REPORT AS WEB PAGE 92

SAVING AUDIOGRAM AS WEB PAGE 94

DISPLAYING AUDIOGRAM CHARTS) FOR A SAVED HEARING TEST 99

DISPLAYING TEST RESULTS FOR BOTH EARS ON THE SAME BAR CHART 99
DISPLAYING TEST RESULTS FOR BOTH EARS ON THE SAME LINE CHART 100
DISPLAYING TEST RESULTS FOR BOTH EARS ON SEPARATE LINE CHARTS 102

ENTERING OPTIONAL FIELDS IN DATA ENTRY MODE 106

ENTERING 'NOISE HISTORY' INFO 106
ENTERING 'MEDICAL HISTORY (HEARING)' INFO 109
ENTERING 'MEDICAL HISTORY (GEN)' INFO 112

Preface

This user manual is split into three word documents so they can be sent through email.

Part 1: Introduction & Getting Started: An overview of how the Hearing test data is collected;
- how to enter hearing tests in the simpler *Form Mode*,
- generate audiogram data files
- Links to the manual covering sending send them securely to WorkSafeBC though our portal.

Part 2: Data Entry Mode: (this volume)
Walks you through entering hearing tests in the traditional *Data Entry Mode*.

Part 3: Instructions on the maintenance and update of this audiogram program, plus the appendix with technical instructions related to the audiogram program.

Supported is the audiogram program running in Microsoft's Excel 2003, Excel 2007, and Excel 2010.
This manual shows Excel 2007 examples.

Electronic Audiogram Program Overview

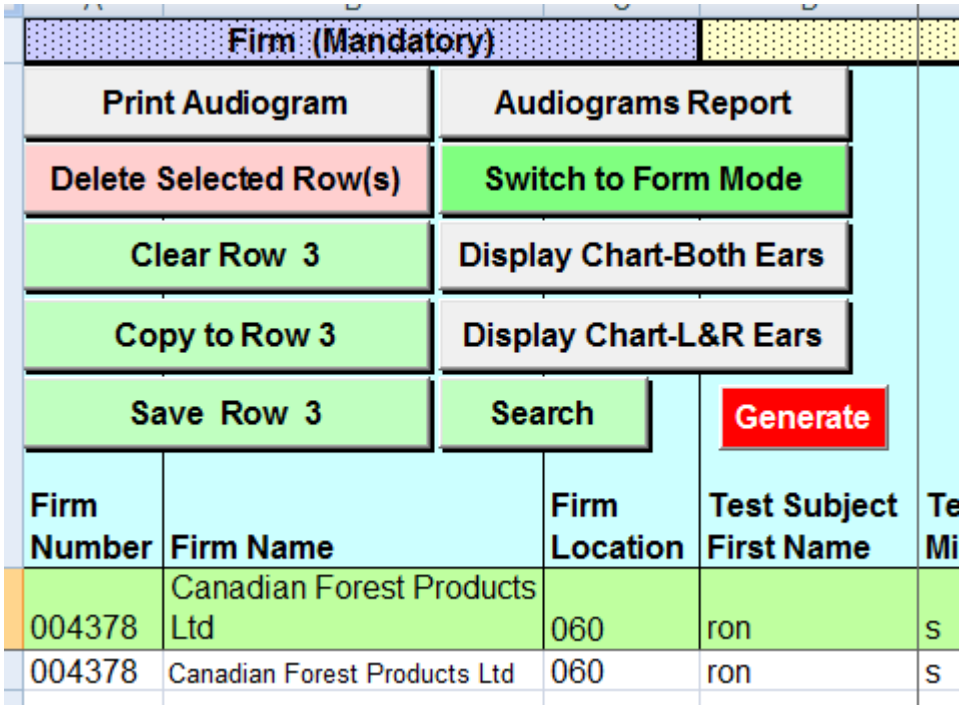
The Electronic Audiogram Program (EAP) is a "program" embedded in a Microsoft Excel workbook.

The EAP supplements and replaces the paper audiogram form and incorporates many features to assist in entering accurate, error-free audiograms in the field.

This "highly detailed" manual is designed to assist audio labs that have little or no experience in using computers, with screenshots for every step in the instructions and likely errors. This manual is updated as new features are added.

Data Entry Mode Functions

There are eleven buttons on the 'Audiogram Data Entry' tab that perform all the functions available on this tab.



Print Audiogram – prints a saved hearing test result in paper form

Clear – clears all the data entered in row 3

Delete – removes all the saved hearing test results *that have been selected*

Copy – copies the selected hearing test result to row 3 for modification

Save – saves the hearing test result entered in row 3 to the next empty row from row 4 onward

Print Audiogram Report – prints a list of hearing test results for a firm.

Form Mode – switches to audiogram form with the data entered in row 3

Search – searches firm, test subject, occupation code, classification code, employee birth-date or date of test

Display Chart (Both Ears) – displays an audiogram chart for both ears in the same chart

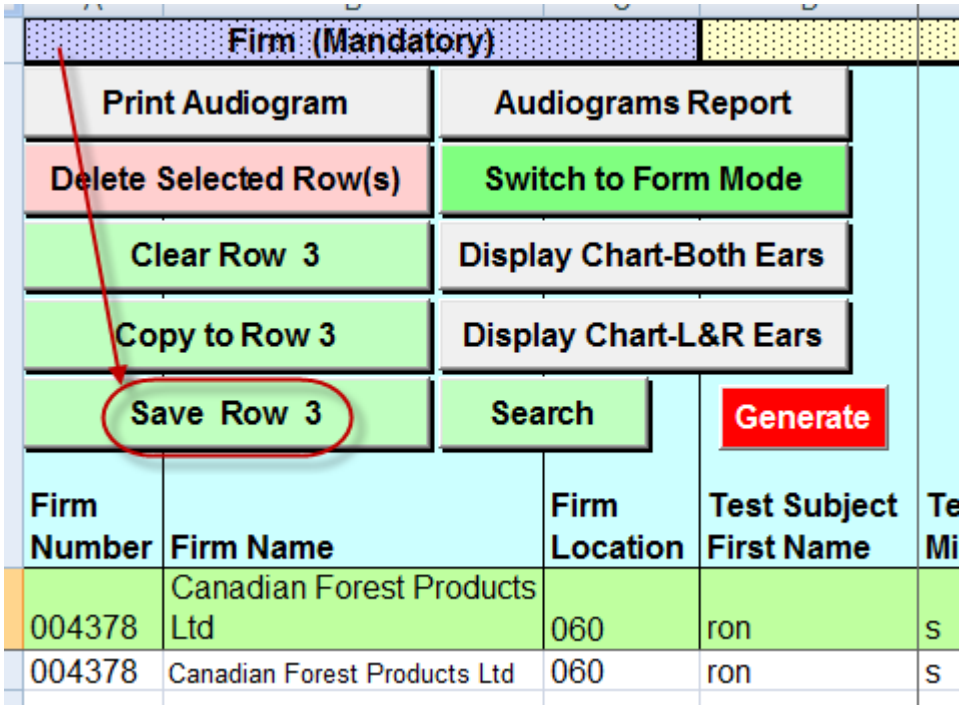
Display Chart (L & R Ears) – displays an audiogram chart with each ear in a separate chart

Generate – takes the data entered, generates it to files and then archives the entered data

The next section details how to use each button.

Saving a Hearing Test Result in Data Entry Mode

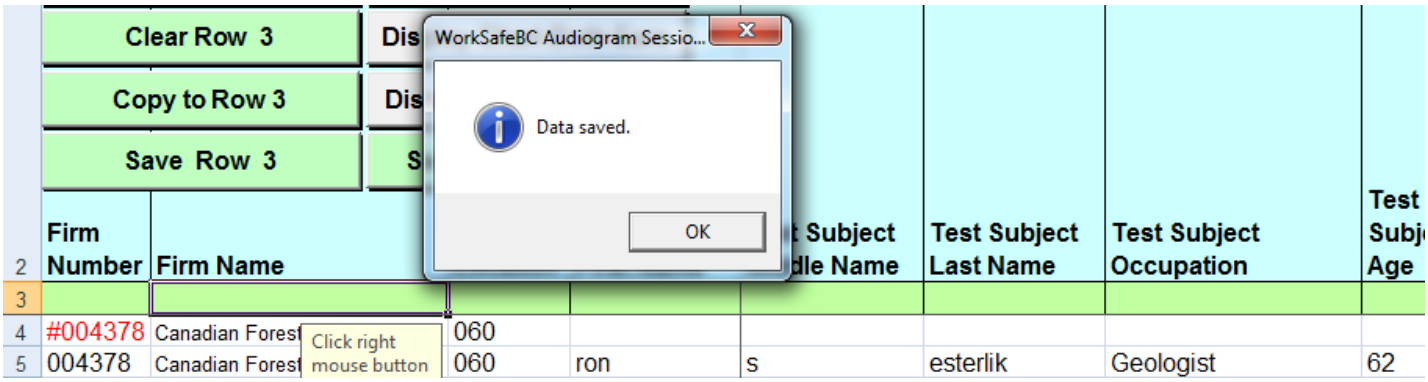
Once all the data for a hearing test is entered into row 3 of the 'Audiogram Data Entry' tab. You can save the hearing test result by clicking on the 'Save Row 3' button. *Note this button only saves the single row of data, not the whole spreadsheet, unless the Save spreadsheet along with test results option is on.*



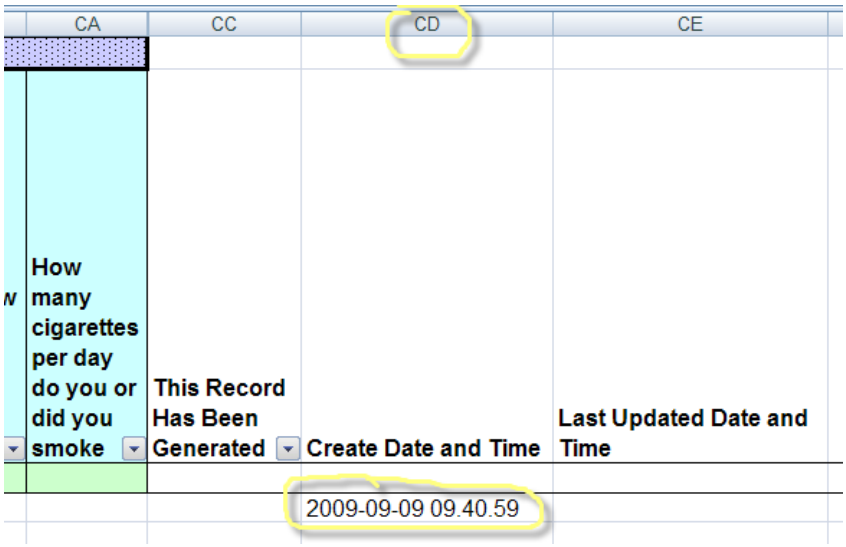
Once you click the 'Save' button, all the data in row 3 is validated again. If there is no error, you will see the following message to confirm the data is saved to the next empty row in the 'Audiogram Data Entry' tab.

By default, clicking the 'Save' button does not save your Excel workbook that contains the audiogram program. If you want to save changes in the Excel workbook, see Part 3 of the user manual, Parameter section, subsection 'Save Workbook After Each Test Result is Saved'.

Now the hearing test result you have just entered is saved in the next empty row below row 3 of the 'Audiogram Data Entry' tab. Notice row 3 is cleared so you can enter the next hearing test result.



Move to column CD of the 'Audiogram Data Entry' tab by clicking on the scroll bar at the bottom of the Excel window as seen in the screen shot below.

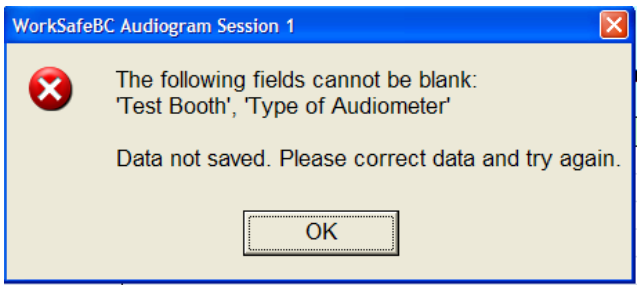


You will find the date and time when you saved this hearing test in the 'Create Date and Time' field on column CD.

The following sections are the validations that are performed before a hearing test result is saved.

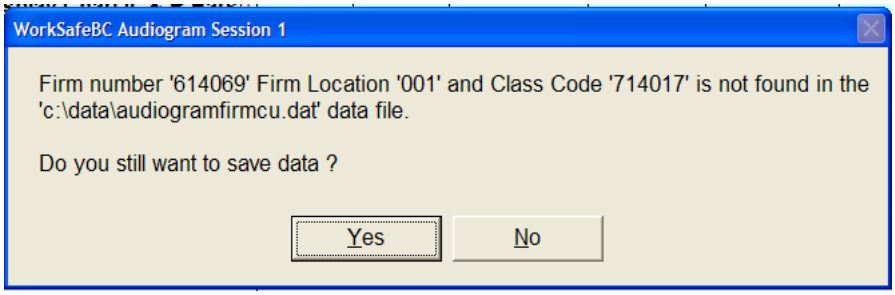
Mandatory Field Validation

You will see the following error message if any mandatory fields are not entered.


WorkSafeBC Audiogram Session 1
The following fields cannot be blank:
'Test Booth', 'Type of Audiometer'
Data not saved. Please correct data and try again.
OK

Firm and Classification Code Validation

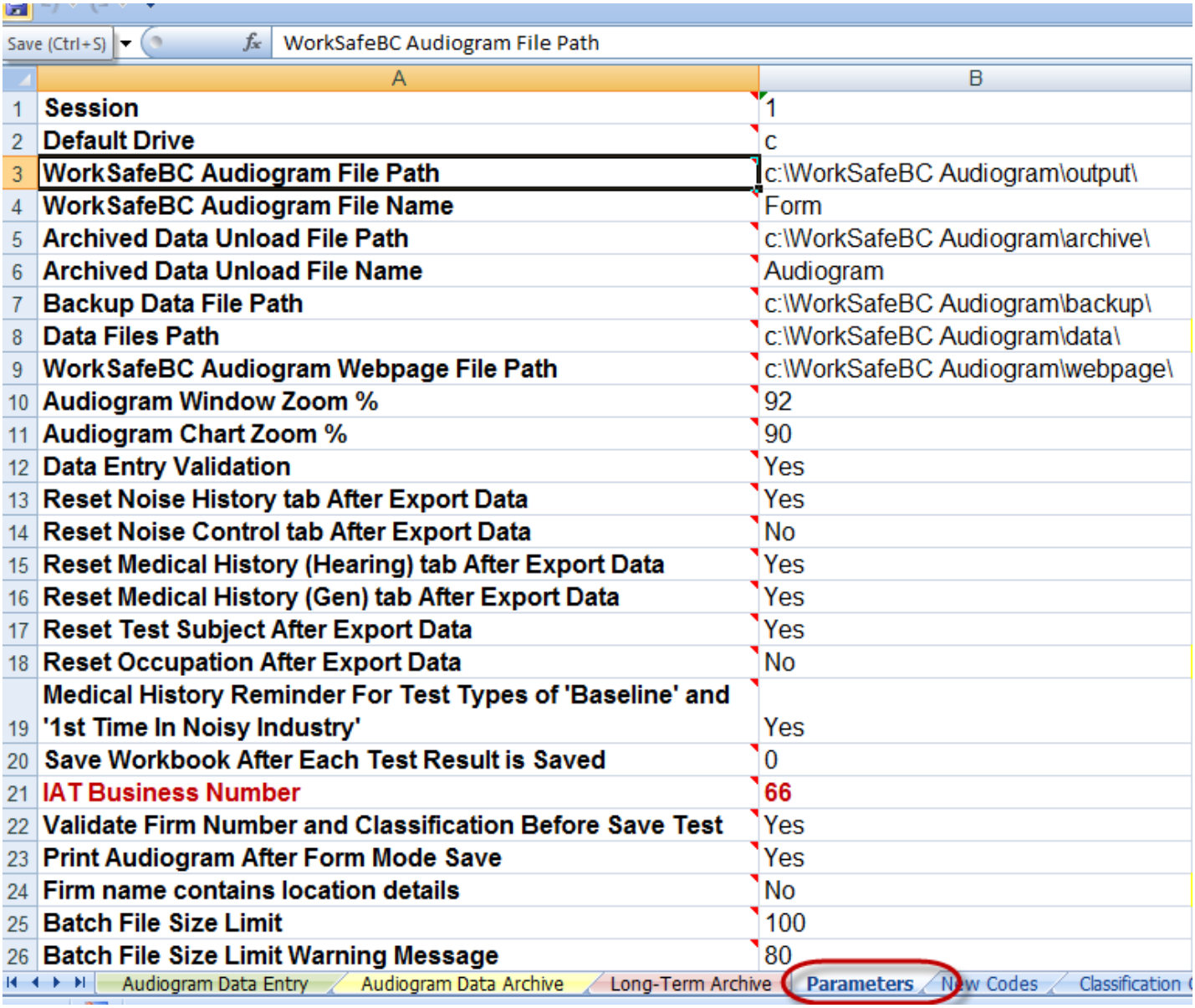
If the 'c:\WorkSafeBC Audiogram\Data\audiogramfirmcu.dat' file that contains all the firm number, firm location, firm name and classification code combinations is setup then the firm number, firm location, firm name and classification code combination in this hearing test will be checked against the file. If the entered combination does not exist in the file, the following warning message is displayed. However, you can still save the hearing test by clicking on the 'Yes' button, if you are sure the combination you entered is valid. If you know the entered combination is incorrect, then click on the 'No' button to return to the 'Audiogram Data Entry' tab without saving the hearing test and correct the incorrect data.


WorkSafeBC Audiogram Session 1
Firm number '614069' Firm Location '001' and Class Code '714017' is not found in the 'c:\data\audiogramfirmcu.dat' data file.
Do you still want to save data ?
Yes
No

Note: If the file 'audiogramfirmcu.dat' is not setup, then you will not see the above warning message.

Parameters Tab

The 'Parameters' tab contains parameters that control the audiogram program.



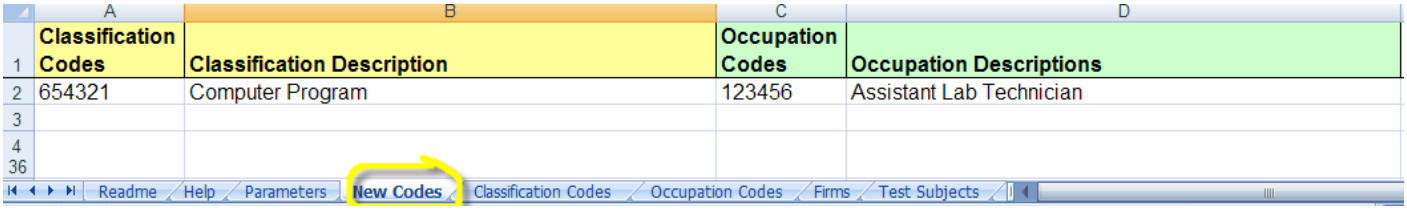
	A	B
1	Session	1
2	Default Drive	c
3	WorkSafeBC Audiogram File Path	c:\WorkSafeBC Audiogram\output\
4	WorkSafeBC Audiogram File Name	Form
5	Archived Data Unload File Path	c:\WorkSafeBC Audiogram\archive\
6	Archived Data Unload File Name	Audiogram
7	Backup Data File Path	c:\WorkSafeBC Audiogram\backup\
8	Data Files Path	c:\WorkSafeBC Audiogram\data\
9	WorkSafeBC Audiogram Webpage File Path	c:\WorkSafeBC Audiogram\webpage\
10	Audiogram Window Zoom %	92
11	Audiogram Chart Zoom %	90
12	Data Entry Validation	Yes
13	Reset Noise History tab After Export Data	Yes
14	Reset Noise Control tab After Export Data	No
15	Reset Medical History (Hearing) tab After Export Data	Yes
16	Reset Medical History (Gen) tab After Export Data	Yes
17	Reset Test Subject After Export Data	Yes
18	Reset Occupation After Export Data	No
19	Medical History Reminder For Test Types of 'Baseline' and '1st Time In Noisy Industry'	Yes
20	Save Workbook After Each Test Result is Saved	0
21	IAT Business Number	66
22	Validate Firm Number and Classification Before Save Test	Yes
23	Print Audiogram After Form Mode Save	Yes
24	Firm name contains location details	No
25	Batch File Size Limit	100
26	Batch File Size Limit Warning Message	80

For more information, see Part 3 of the user manual, Parameter section.

New Codes tab

The ‘New Codes’ tab is for classification codes and occupation codes that have not yet been added to the ‘Classification Codes’ and ‘Occupation Codes’ tabs.

New classification codes and occupation codes are setup in this tab temporarily so they can be used for a hearing test until they are updated to the ‘Classification Codes’ or ‘Occupation Codes’ tabs. See section ‘Update Classification Codes Tab’ in Part 3 of the user manual for instructions to update the ‘Classification Codes’ tab and section ‘Update Occupation Codes Tab’ in Part 3 of the user manual for instructions to update the ‘Occupation Codes’ tab.

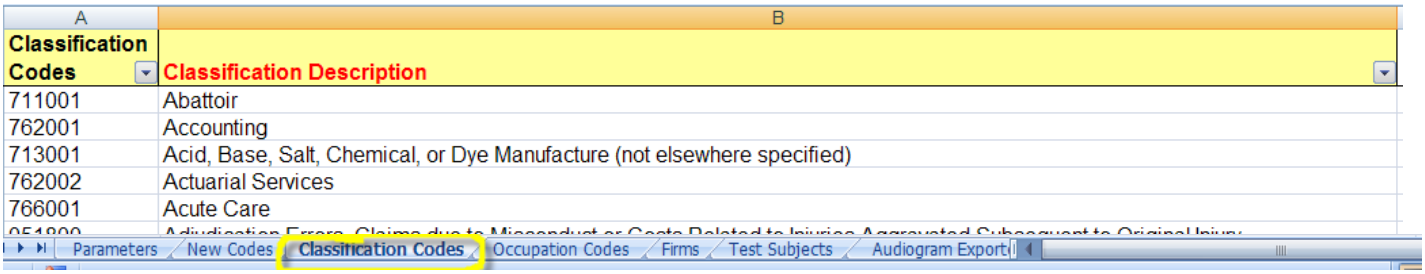


	A	B	C	D
1	Classification Codes	Classification Description	Occupation Codes	Occupation Descriptions
2	654321	Computer Program	123456	Assistant Lab Technician
3				
4				
36				

Readme | Help | Parameters | New Codes | Classification Codes | Occupation Codes | Firms | Test Subjects

Classification Codes

The ‘Classification Codes’ tab contains valid classification codes for all the firms. See section ‘Update Classification Codes Tab’ in Part 3 of the user manual for instructions to update the ‘Classification Codes’ tab

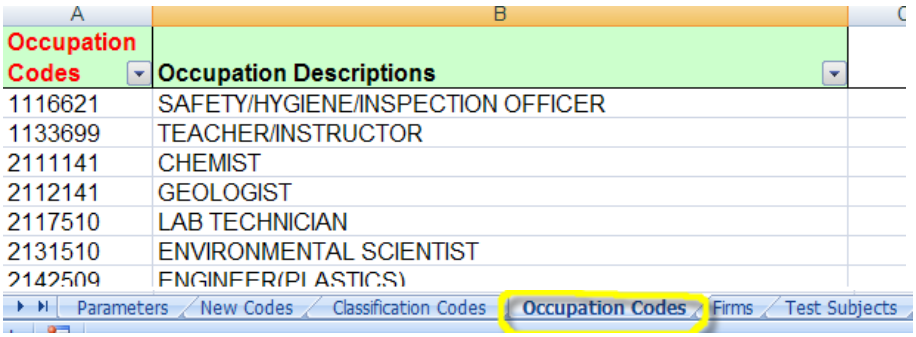


A	B
Classification Codes	Classification Description
711001	Abattoir
762001	Accounting
713001	Acid, Base, Salt, Chemical, or Dye Manufacture (not elsewhere specified)
762002	Actuarial Services
766001	Acute Care

Parameters | New Codes | Classification Codes | Occupation Codes | Firms | Test Subjects | Audiogram Export

Occupation Codes tab

The ‘Occupation Codes’ tab contains valid occupation codes for all the workers. See section ‘Update Occupation Codes Tab’ in Part 3 of the user manual for instructions to update the ‘Occupation Codes’ tab

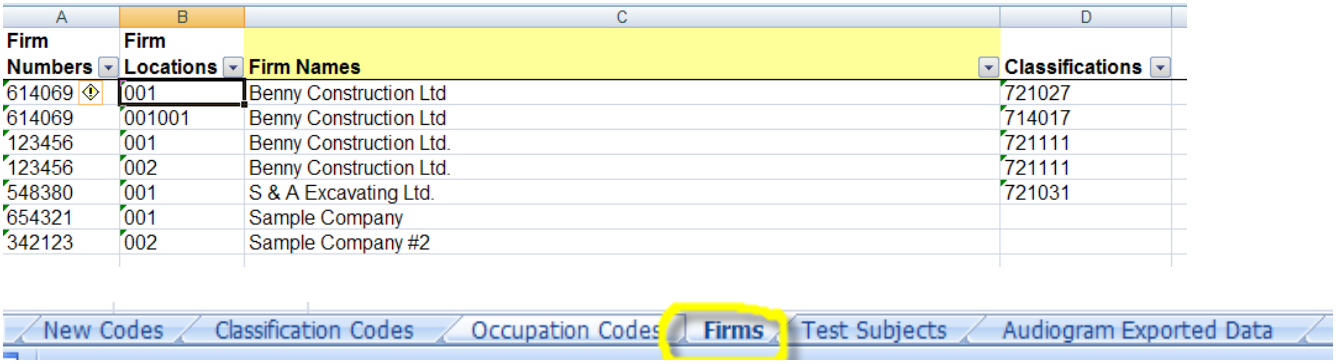


A	B
Occupation Codes	Occupation Descriptions
1116621	SAFETY/HYGIENE/INSPECTION OFFICER
1133699	TEACHER/INSTRUCTOR
2111141	CHEMIST
2112141	GEOLOGIST
2117510	LAB TECHNICIAN
2131510	ENVIRONMENTAL SCIENTIST
2142509	ENGINEER(PLASTICS)

Parameters | New Codes | Classification Codes | Occupation Codes | Firms | Test Subjects

Firms tab

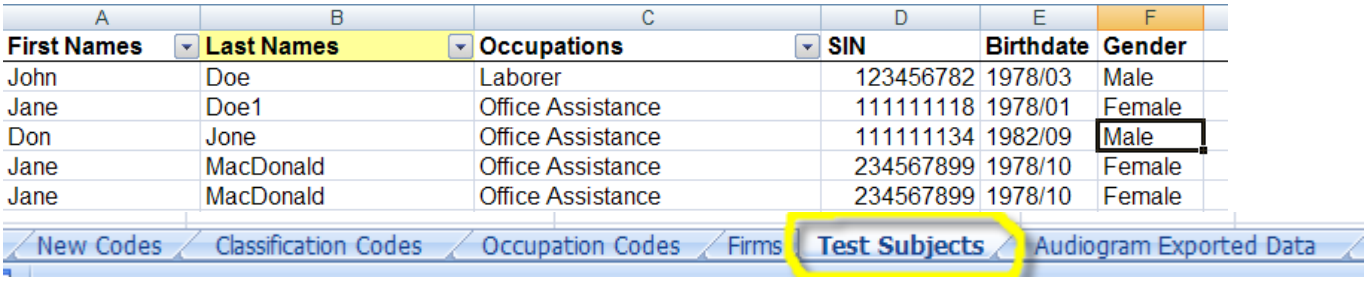
The ‘Firms’ tab contains firms that you have setup to be used for entering hearing tests.



Firm Numbers	Firm Locations	Firm Names	Classifications
614069	001	Benny Construction Ltd	721027
614069	001001	Benny Construction Ltd	714017
123456	001	Benny Construction Ltd.	721111
123456	002	Benny Construction Ltd.	721111
548380	001	S & A Excavating Ltd.	721031
654321	001	Sample Company	
342123	002	Sample Company #2	

Test Subjects tab

The ‘Test Subjects’ tab contains workers that you have setup to be used for entering hearing tests or contains workers that have been used in a saved hearing tests.

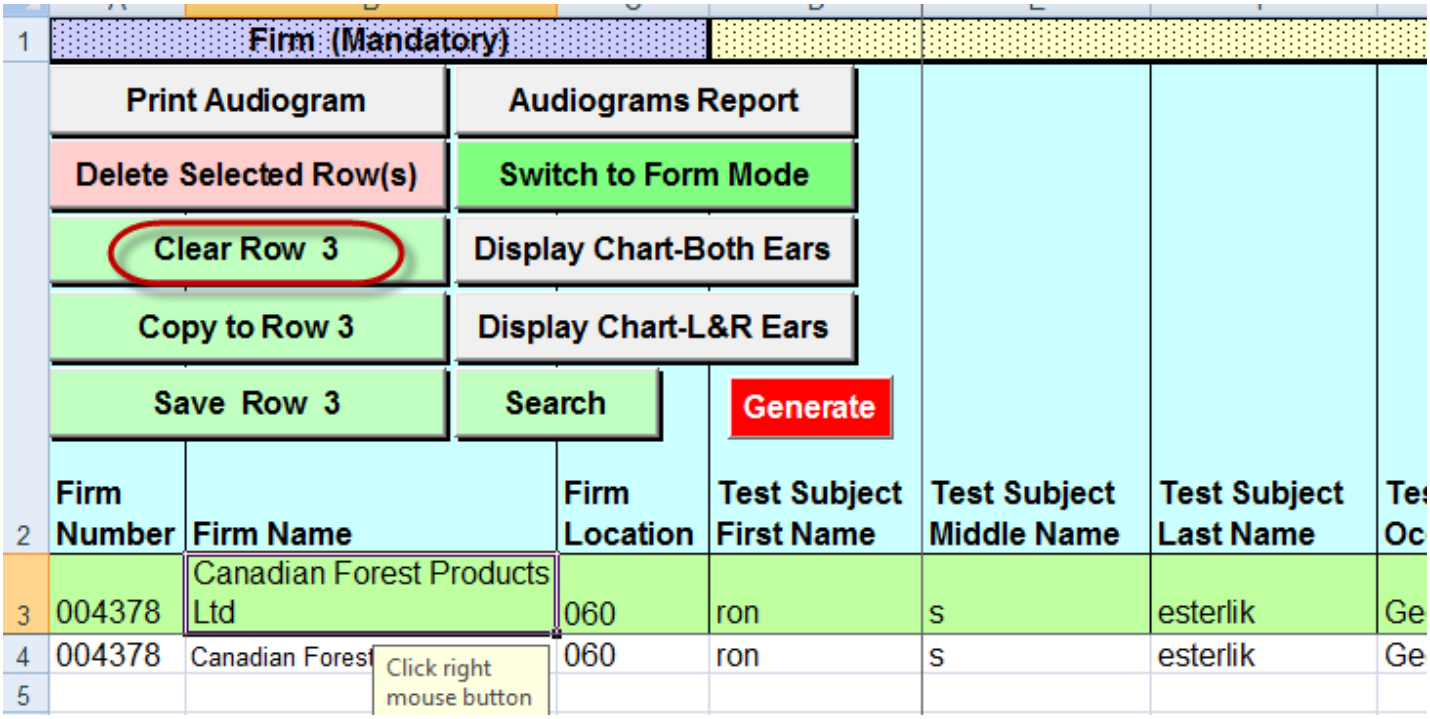


First Names	Last Names	Occupations	SIN	Birthdate	Gender
John	Doe	Laborer	123456782	1978/03	Male
Jane	Doe1	Office Assistance	111111118	1978/01	Female
Don	Jone	Office Assistance	111111134	1982/09	Male
Jane	MacDonald	Office Assistance	234567899	1978/10	Female
Jane	MacDonald	Office Assistance	234567899	1978/10	Female

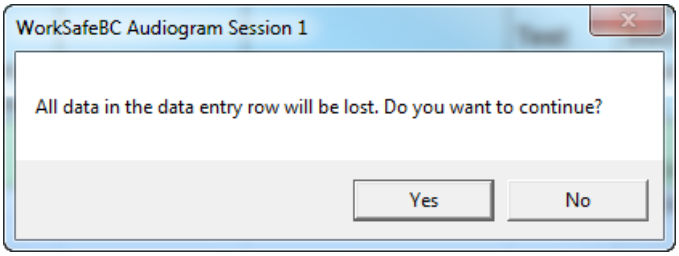
Clearing Hearing Test Data In Data Entry Mode

The 'Clear' button is used to clear all the data entered in row 3 of the 'Audiogram Data Entry' tab.

Normally, the hearing test data in row 3 is cleared after it is saved when you clicked the 'Save' button. But there may be time when you want to quickly clear the data in row 3 for entering another hearing test.

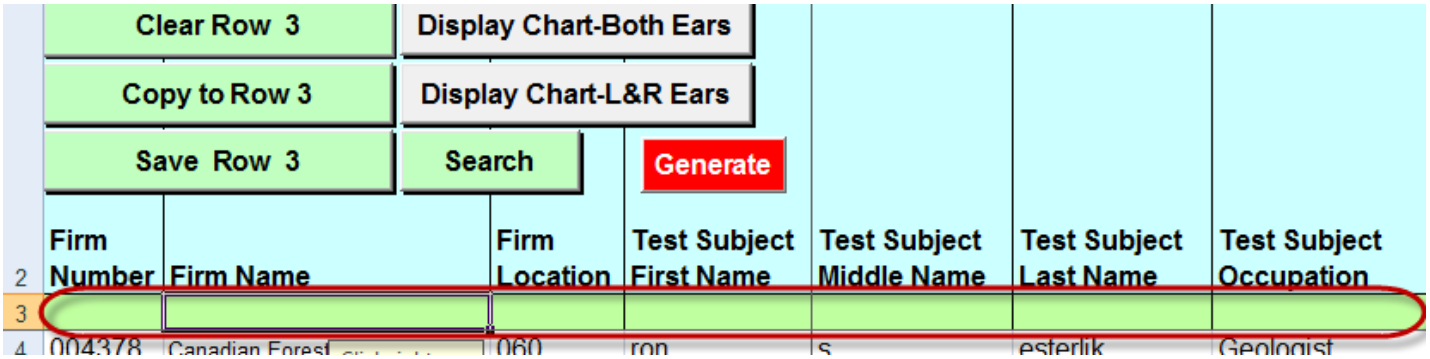


After you clicked the 'Clear' button, the following message box will be displayed.



Click 'Yes' to confirm you want to clear the data in row 3 or 'No' to cancel the clear action.

Next you will see the data in row 3 is cleared.



Creating Templates in Data Entry Mode

You may create Templates to save commonly used audiology test conditions for later use.

- You can create as many templates as you want.
- Templates are always saved at the top of other hearing tests after row 3.
- Templates can be copied to the data entry row (row 3) the same way as a hearing test row.
- Templates can be deleted just like any hearing test rows.
- Templates are not included (extracted) in the generated audiogram data file; they remain in place.
- Templates are included in the backup and restore process together with the other data in the 'Audiogram Data Entry' tab.
- Templates cannot be moved to the 'Audiogram Data Archive' tab by the archive function.

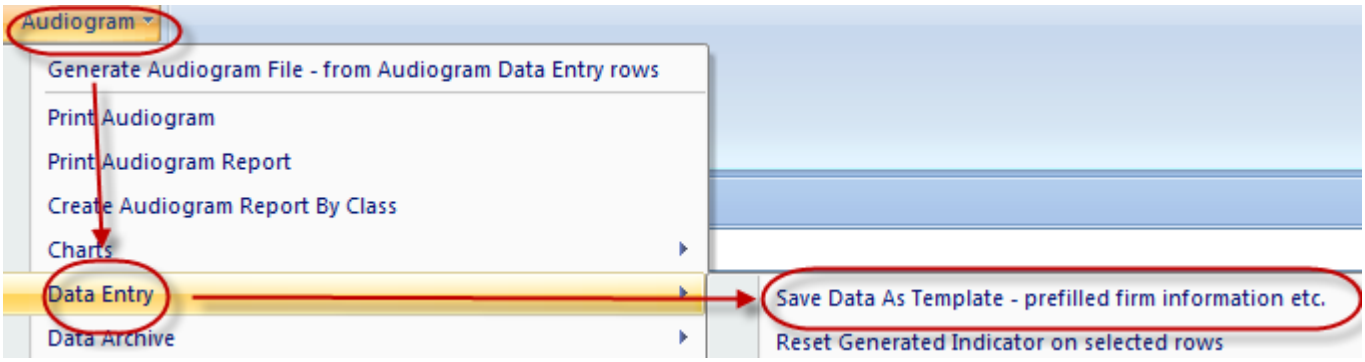
There are often test conditions that are common for series of hearing tests. For example, the firm number, firm location, firm name, classification, test date, test booth and type of audiometer could be the same for a test site.

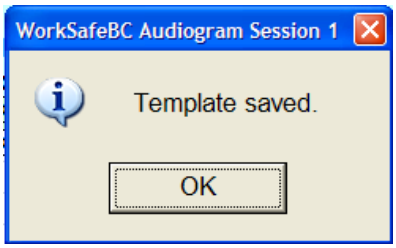
You can save common data patterns as *Templates* in the 'Audiogram Data Entry' tab and you can copy the data in a selected template to data entry row 3 then fill in the remaining data for the hearing test.

Enter data for the data pattern in rows 3. In this example, I have entered the firm number, firm name, firm location and classification code.

	Firm Number	Firm Name	Firm Location	Test Subject First Name	Classification Code	Co Nu
2						
3	123456	Benny Construction Ltd.	002		721111	
4						

Click the 'Add-Ins' menu tab at the top of the Excel window to display the 'Audiogram' menu command. Click the 'Audiogram' menu item, select the 'Data Entry' sub menu and click the 'Save Data As Template…' option.

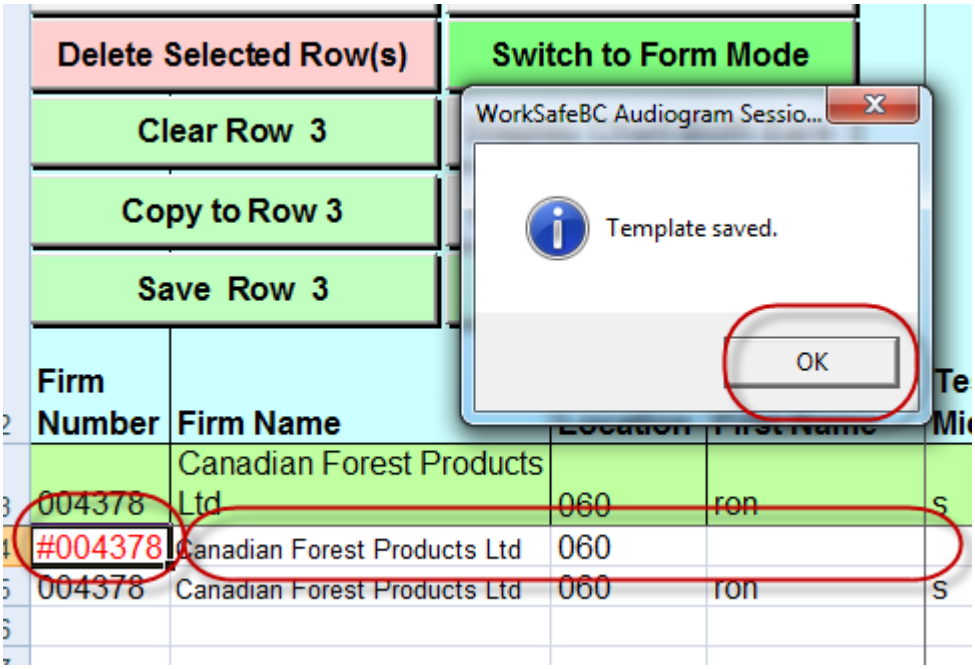

Audiogram
Generate Audiogram File - from Audiogram Data Entry rows
Print Audiogram
Print Audiogram Report
Create Audiogram Report By Class
Charts
Data Entry
Data Archive
Save Data As Template - prefilled firm information etc.
Reset Generated Indicator on selected rows



The next message box confirms the template has been saved. Click 'OK' to close the message box.

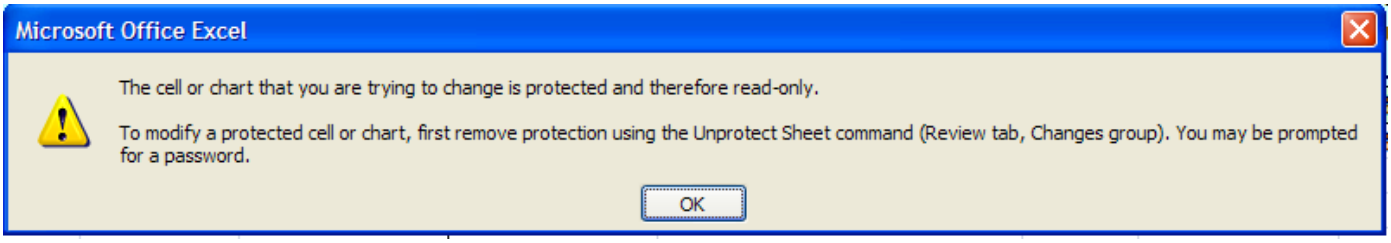
The template is always saved at the top of all the other hearing tests below row 3.

Templates are identified by a prefix of '#' in the 'Firm Number' field and a 'T' in the 'This Record Has Been Generated' field in column CC.

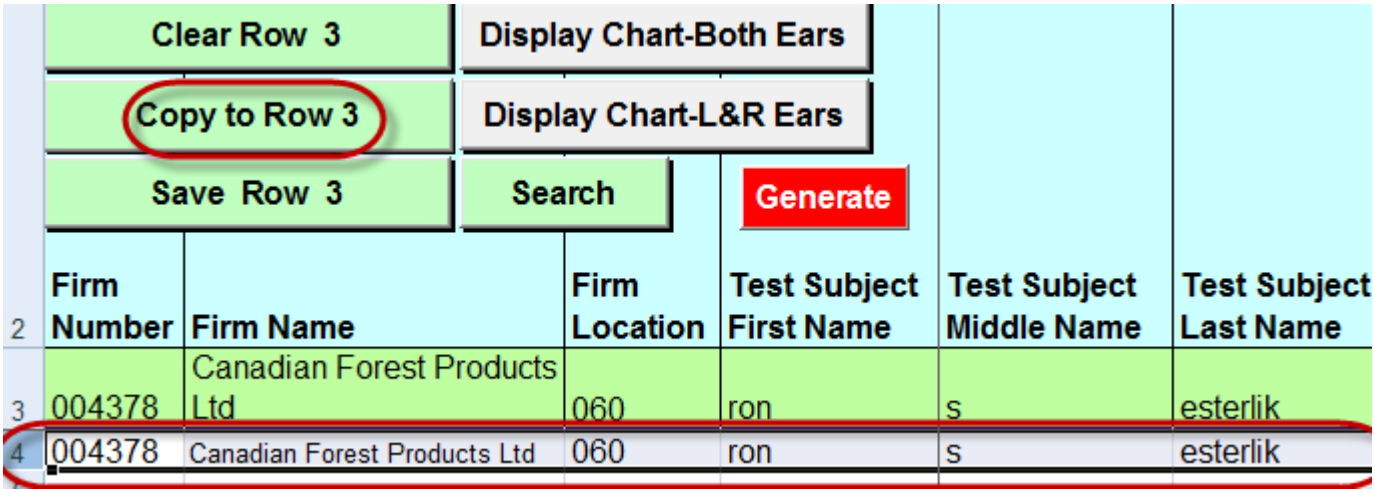


Modifying a Saved Hearing Test

All the hearing test results are saved in the 'Audiogram Data Entry' tab from row 4 onward. These rows are protected from being changed directly. You will see the following message box if you attempt to change the data in any cells from row 4 onward.

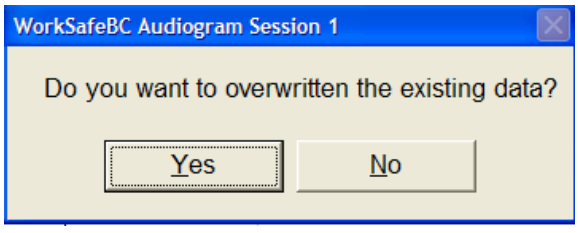

Microsoft Office Excel
The cell or chart that you are trying to change is protected and therefore read-only.
To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Review tab, Changes group). You may be prompted for a password.
OK

Since you can only change data in row 3 of the 'Audiogram Data Entry' tab, the procedure is to copy the hearing test that you want to change to row 3. Make your changes in row 3 and then save the hearing test result again.


Clear Row 3
Display Chart-Both Ears
Copy to Row 3
Display Chart-L&R Ears
Save Row 3
Search
Generate
2 Firm Number | Firm Name | Firm Location | Test Subject First Name | Test Subject Middle Name | Test Subject Last Name
3 004378 | Canadian Forest Products Ltd | 060 | ron | s | esterlik
4 004378 | Canadian Forest Products Ltd | 060 | ron | s | esterlik

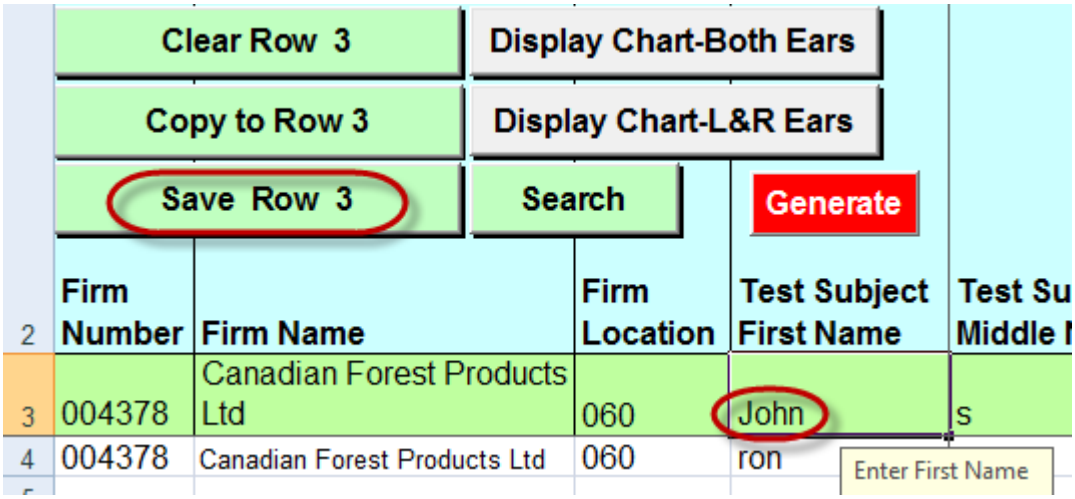
Select any cells on the row you want to copy then click the 'Copy' button. In this example, we have selected the cell for 'Firm Number' in row 4 and clicked the 'Copy' button.

You will see the following message box if there is already data in some of the fields in row 3. Click the 'Yes' button will replace the existing data in row 3. Click the 'No' button will cancel the copy.

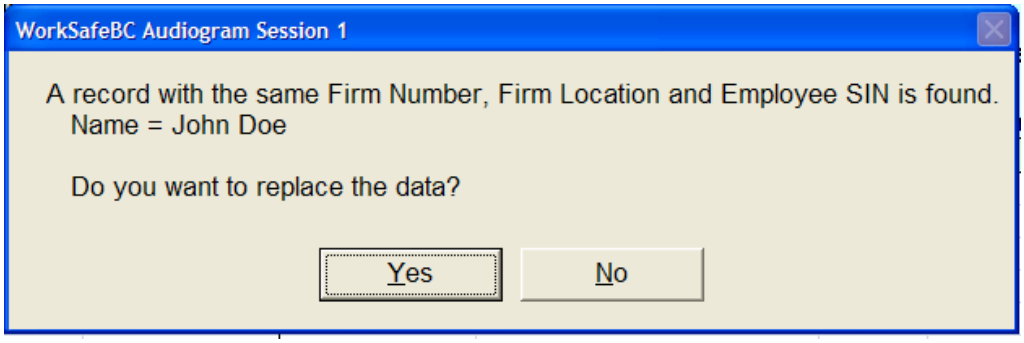


You can see the data in row 4 has been copied into row 3 of the 'Audiogram Data Entry' tab.

Now you can make changes to any fields in row 3. Once you have finished your changes, click the 'Save' button to save the hearing test again, as shown on the next page.

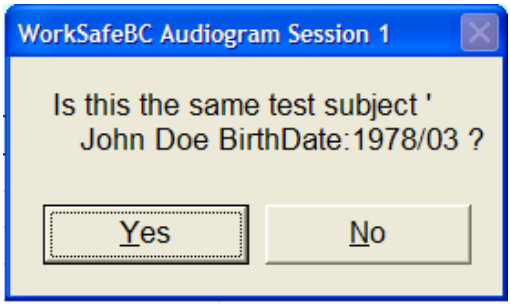


Once you click the 'Save' button, all the data in row 3 is validated again. If there are no errors, you will see this message to ask you to confirm that you want to replace the existing hearing test.


WorkSafeBC Audiogram Session 1
A record with the same Firm Number, Firm Location and Employee SIN is found.
Name = John Doe
Do you want to replace the data?
Yes
No

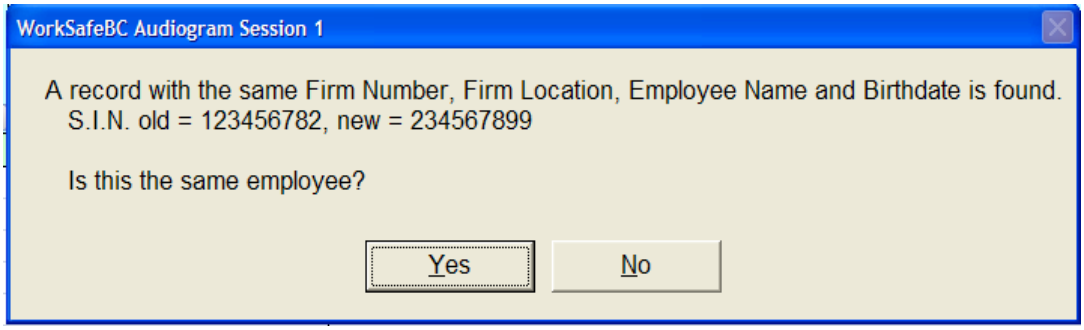
The firm number, firm location and employee SIN is used to find the hearing test row to find the row to update. When you are changing the SIN of a hearing test then there will not be a match between the updated hearing test in row 3 and the one already entered and saved.

In the situation when there is no positive SIN match, the firm number, firm location, employee first name, employee last name and birth date are used to find a match. If such match is found, you will see the following message to ask you to confirm the hearing test found is for the same firm and test subject that you want to save from row 3.

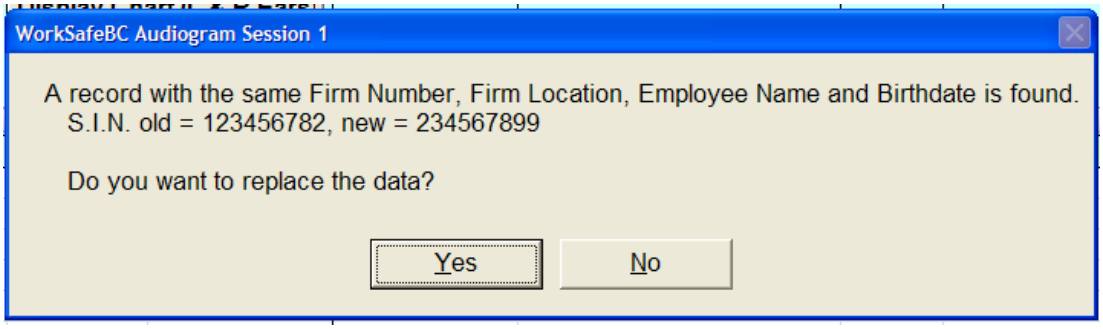


Click 'Yes' to confirm the hearing test you want to save is for the same hearing test that was saved before. Click 'No' if you want to save this hearing test as a new row.

If you click 'Yes' and the SIN has been changed, you will see this message to ask you to confirm the hearing test is for the same test subject again.

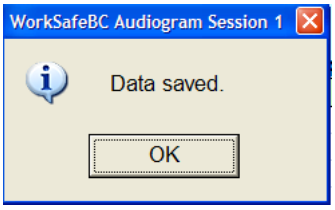

WorkSafeBC Audiogram Session 1
A record with the same Firm Number, Firm Location, Employee Name and Birthdate is found.
S.I.N. old = 123456782, new = 234567899
Is this the same employee?
Yes
No

If you click 'Yes', you will see the following message to ask you to confirm you want to replace the existing hearing test. In this case the old SIN will also be replaced with the new SIN.

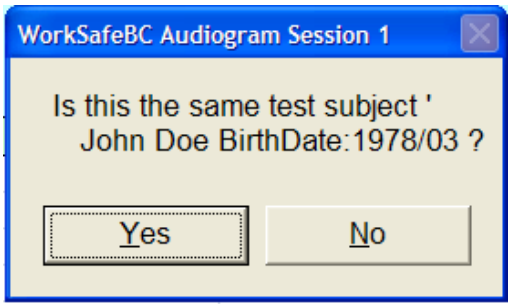

WorkSafeBC Audiogram Session 1
A record with the same Firm Number, Firm Location, Employee Name and Birthdate is found.
S.I.N. old = 123456782, new = 234567899
Do you want to replace the data?
Yes
No

If you click 'Yes', you will see the following message to confirm the changed hearing test has been saved.

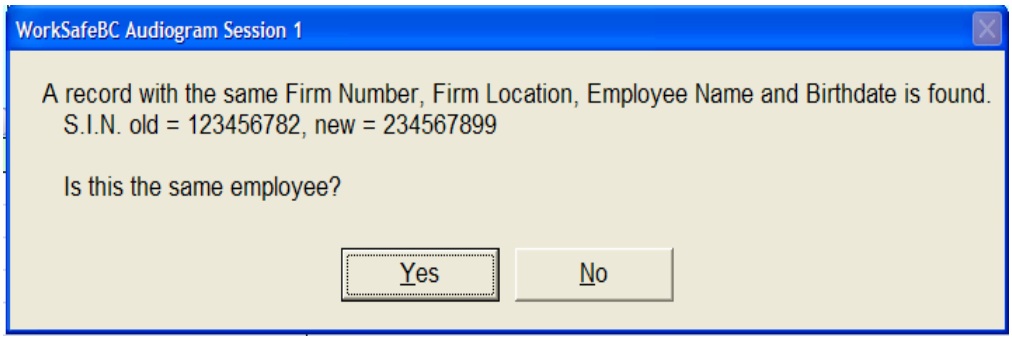
Click the 'OK' button to close the message box.



If you click 'No' and the SIN has been changed, you will see the following message to ask you to confirm the hearing test is for the same test subject again.



If you click 'No', the change hearing test in row 3 will be saved to the next empty row beyond row 4 as a new hearing test.

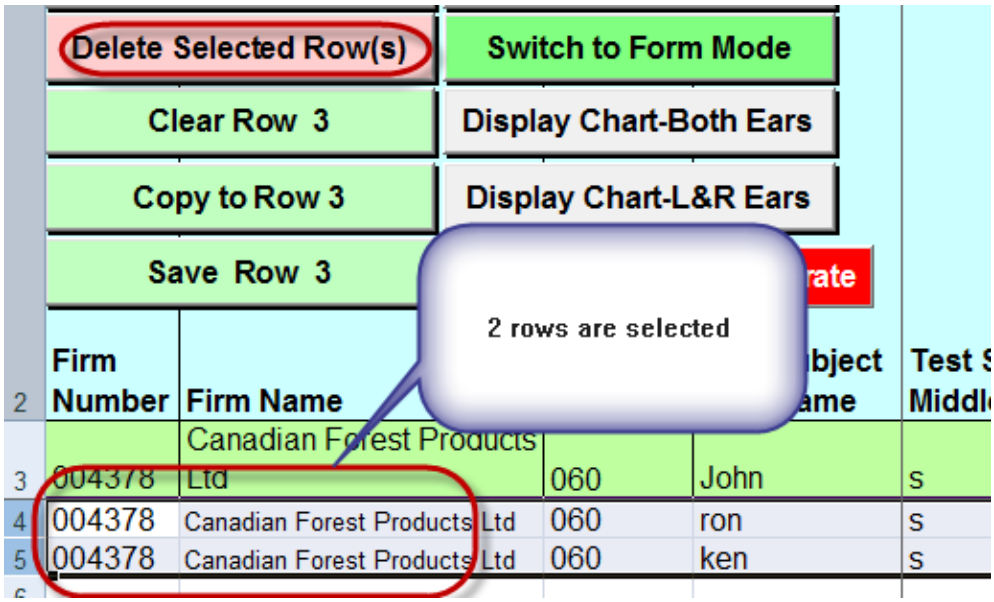

WorkSafeBC Audiogram Session 1
A record with the same Firm Number, Firm Location, Employee Name and Birthdate is found.
S.I.N. old = 123456782, new = 234567899
Is this the same employee?
Yes
No

	Save		Display Chart (L & R Ears)								
2	Firm Number	Firm Name	Firm Location	Test Subject First Name	Test Subject Last Name	Test Subject Occupation	Test Subject Age	1st Five Letters of Surname	Employee Social Insurance No.	Employee Birth Date	E G
3											
4	614069	Benny Construction Ltd	001	John	Doe	Laborer	31	DOE	234567899	1978/03	M
5	614069	Benny Construction Ltd	001	John	Doe	Laborer	31	DOE	123456782	1978/03	M
6											

Deleting Saved Hearing Tests

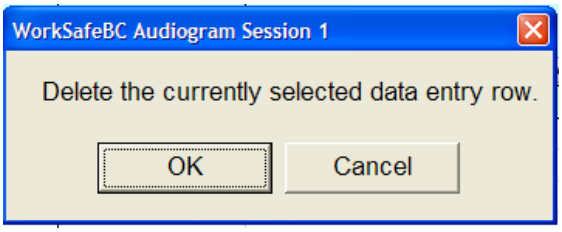
You can delete one or more hearing test result that has been saved in the 'Audiogram Data Entry' tab. You can also delete templates that you have created (see section 'Create Template In Data Entry Mode' in Part 1 of the user manual for detail instructions on creating templates).

Select the hearing test that you want to delete by highlighting the 'Firm Number' cells of the target rows.

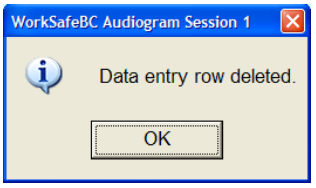


After you click the 'Delete' button, you will see the following message box to ask you to confirm deletion of the selected rows.

Click the 'OK' button to confirm or the 'Cancel' button to cancel the delete.



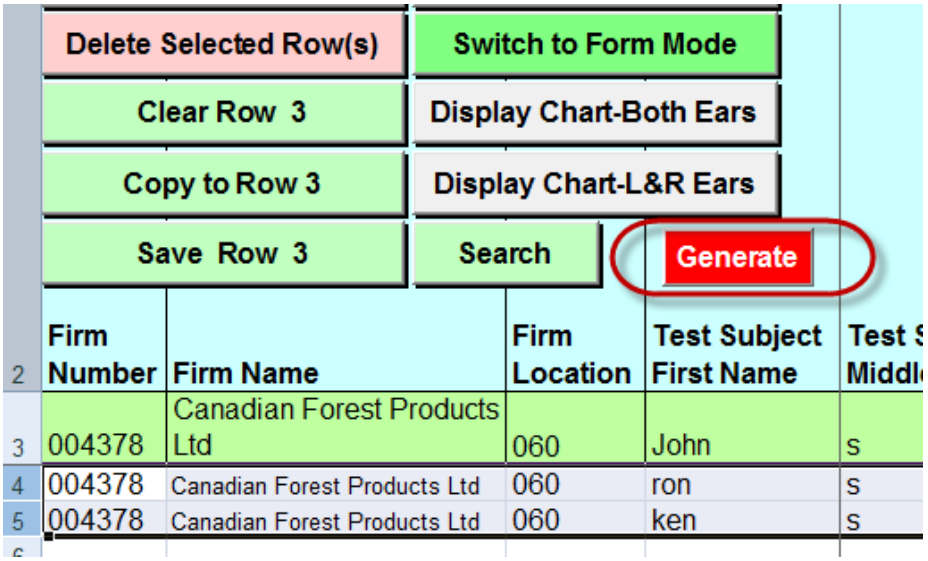
If you click the 'OK' button, you will see the following message box to confirm the selected row has been deleted.



Click the 'OK' button to close the message box.

Generating Audiogram Data File

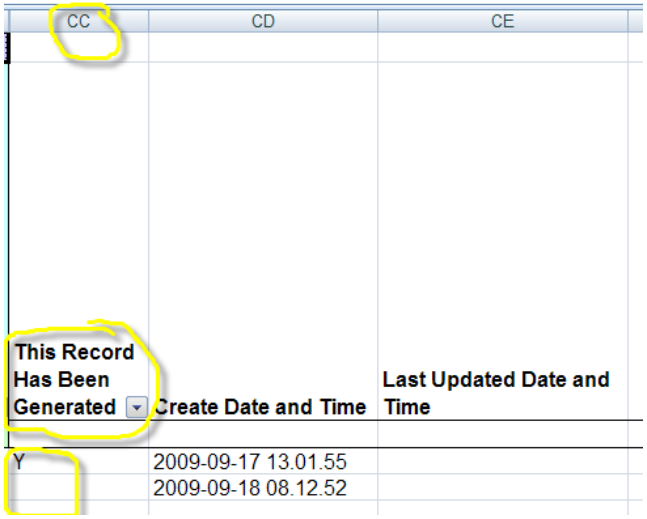
When you need to send the hearing tests that you have saved in the 'Audiogram Data Entry' tab to WorkSafeBC, you must generate an audiogram data file that contains information for the hearing tests in the 'Audiogram Data Entry' tab. The audiogram data file is the file that you upload to WorkSafeBC.



The generate audiogram data file function always process all the hearing tests in the 'Audiogram Data Entry' tab and move them to the 'Audiogram Data Archive' tab after the generation process. Only hearing tests that have not been marked as generated will be extracted into the audiogram data file. Templates are ignored by the generation process.

You can check if a hearing test has been generated before by going to column CC in the 'Audiogram Data Entry' tab.

In this example, the hearing test saved on 2009-09-17 was already generated to a previous file and the hearing test saved on 2009-09-18 has not been generated to any file yet.
The generated hearing test (with a "Y") was moved to the 'Audiogram Data Archive' tab after the generation and moved back to the 'Audiogram Data Entry' tab with the Restoring archive function (see the 'Restoring Archived Data' section in Part 3 of the user manual for instructions on how to restore hearing tests from the 'Audiogram Data Archive' tab to the 'Audiogram Data Entry' tab).



Separate processing Streams for SIN vs no-SIN records

There are two types of audiogram data file generated by the audiogram program.

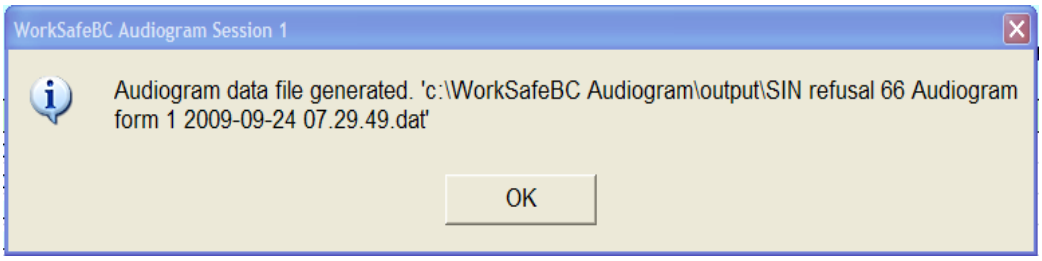
1. The first type contains hearing tests for both construction and non construction firms with SIN.
2. The second type contains hearing tests for construction firms with no SIN (SIN refusal).

You can mix both types of hearing tests in the 'Audiogram Data Entry' tab. When you generate the audiogram data file, the audiogram program will separate them into two different data files.

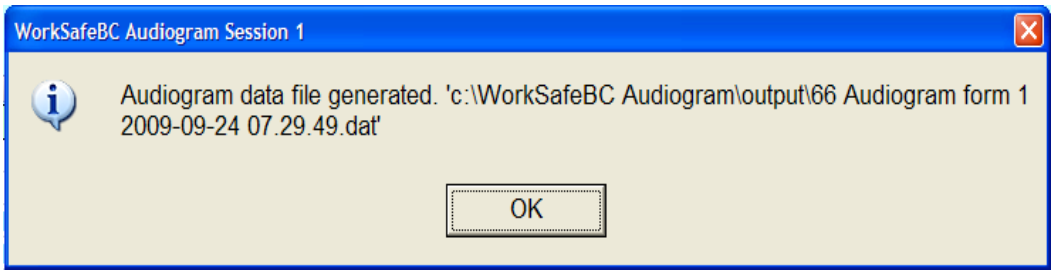
Batches

The program automatically sorts hearing tests by firm number and firm location before generation. An uploaded file becomes a *batch*, and is given a batch number for identification.

If there are hearing tests for construction firms with no SIN in the 'Audiogram Data Entry' tab, you will see the following message box showing the file name and location of the generated audiogram data file. Click 'OK' to continue.

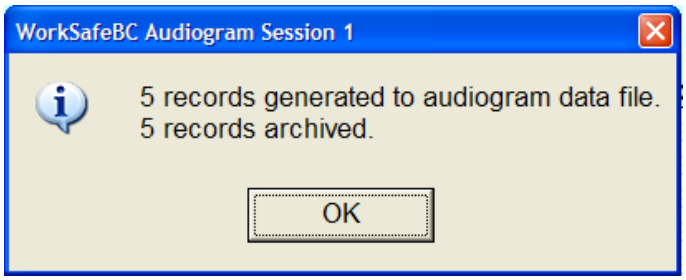

WorkSafeBC Audiogram Session 1
Audiogram data file generated. 'c:\WorkSafeBC Audiogram\output\SIN refusal 66 Audiogram form 1 2009-09-24 07.29.49.dat'
OK

If there are hearing tests with SIN in the 'Audiogram Data Entry' tab, you will see the following message box showing the file name and location of the generated audiogram data file. Click 'OK' to continue.

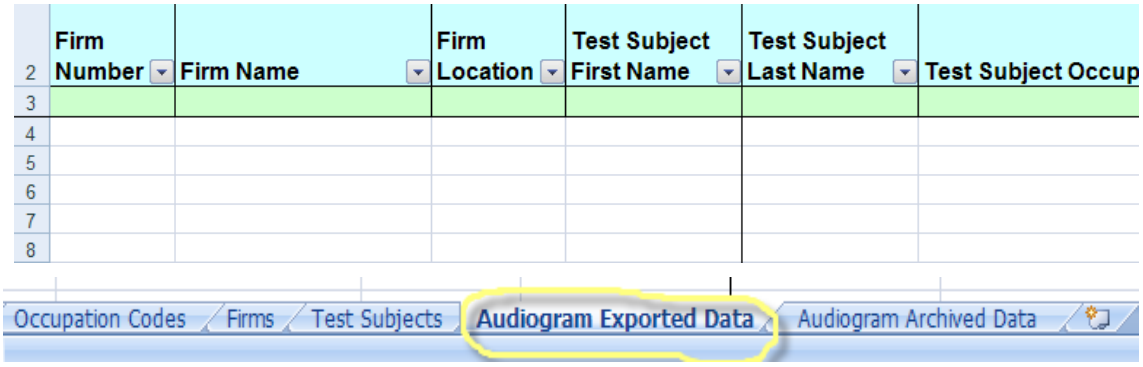

WorkSafeBC Audiogram Session 1
Audiogram data file generated. 'c:\WorkSafeBC Audiogram\output\66 Audiogram form 1 2009-09-24 07.29.49.dat'
OK

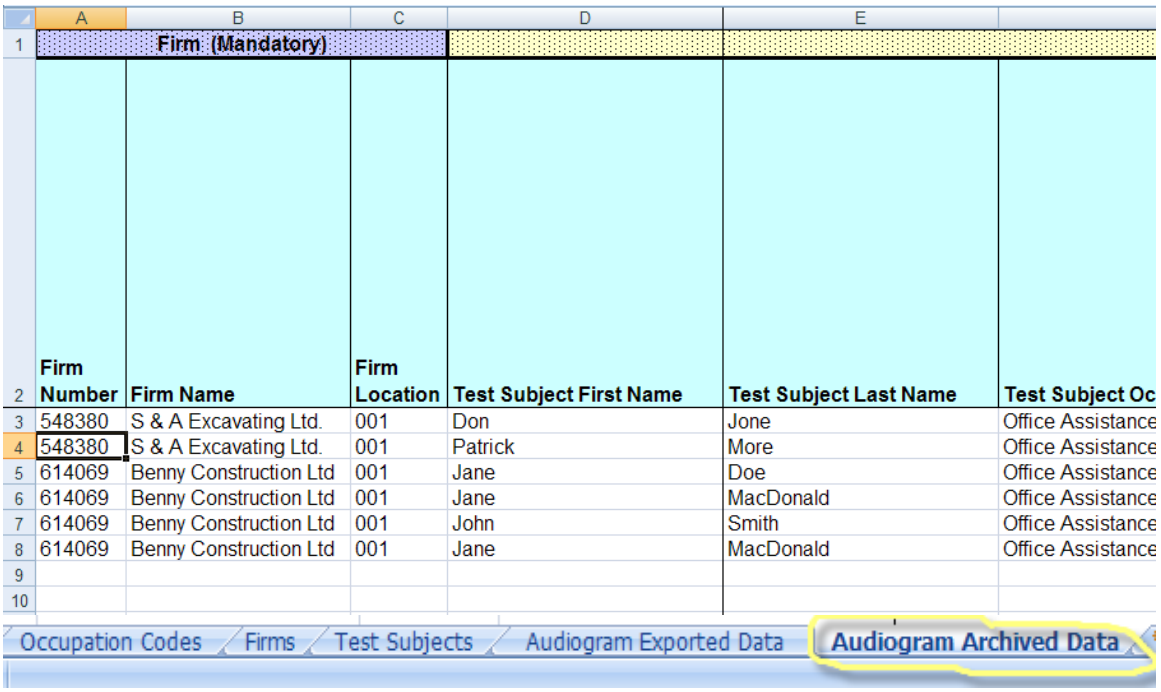
Next you will see the following message box to confirm the number of hearing tests that have been generated into the audiogram file and the number of hearing tests that have been moved to the 'Audiogram Data Archive' tab.

These two numbers will not be the same if there are hearing tests that have been generated before in the 'Audiogram Data Entry' tab. Because all hearing tests will be archived to the 'Audiogram Data Archive' tab but not all will be generated into the audiogram data file. Click 'OK' to continue.

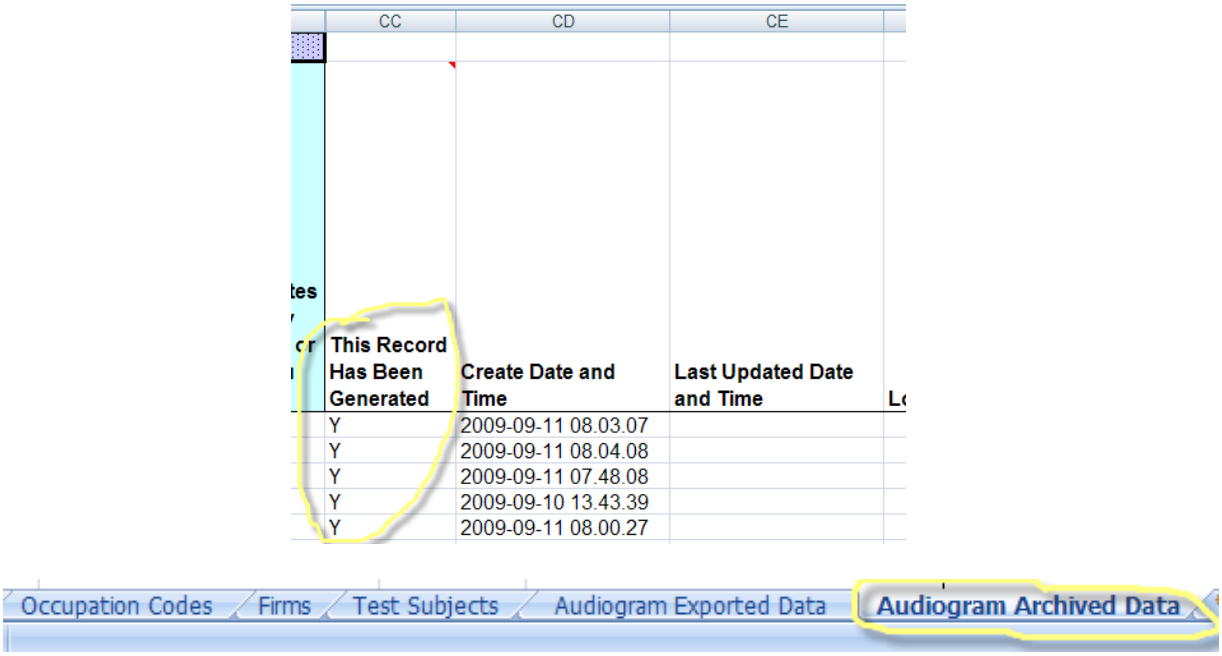


You should see all the hearing tests in the 'Audiogram Data Entry' tab have been moved to the 'Audiogram Data Archive' tab.




Firm (Mandatory)
Firm Number
Firm Name
Firm Location
Test Subject First Name
Test Subject Last Name
Test Subject Oc
548380 S & A Excavating Ltd. 001 Don Jone Office Assistance
548380 S & A Excavating Ltd. 001 Patrick More Office Assistance
614069 Benny Construction Ltd 001 Jane Doe Office Assistance
614069 Benny Construction Ltd 001 Jane MacDonald Office Assistance
614069 Benny Construction Ltd 001 John Smith Office Assistance
614069 Benny Construction Ltd 001 Jane MacDonald Office Assistance
Occupation Codes
Firms
Test Subjects
Audiogram Exported Data
Audiogram Archived Data

Go to column CC of the 'Audiogram Data Archive' tab and you should see the hearing tests that were generated into the audiogram data file all have the 'This Record Has Been Generated' field set to 'Y'.



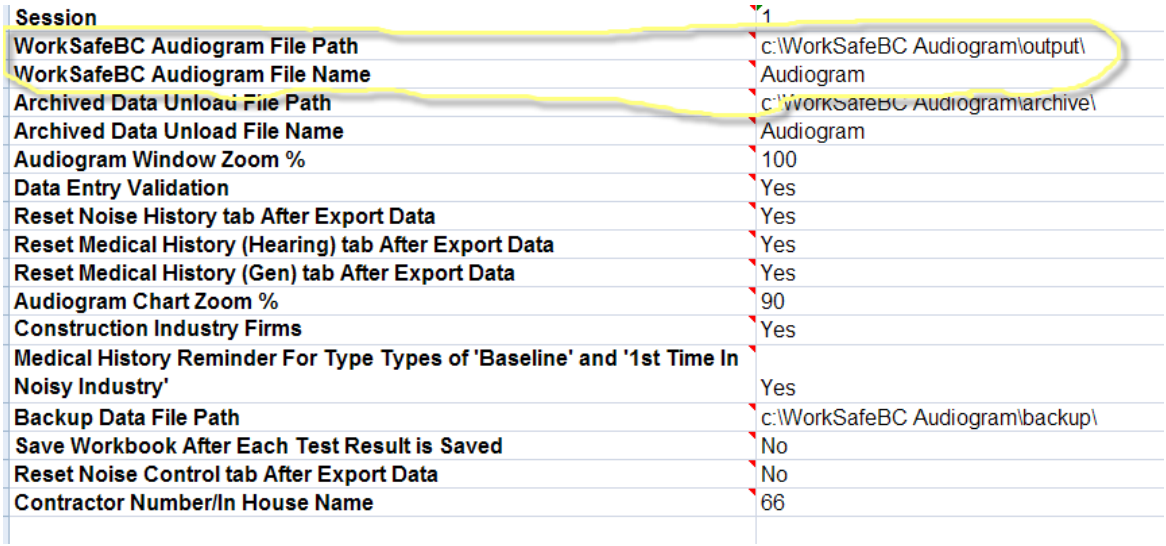
	CC	CD	CE
	This Record Has Been Generated	Create Date and Time	Last Updated Date and Time
	Y	2009-09-11 08.03.07	
	Y	2009-09-11 08.04.08	
	Y	2009-09-11 07.48.08	
	Y	2009-09-10 13.43.39	
	Y	2009-09-11 08.00.27	

Occupation Codes | Firms | Test Subjects | Audiogram Exported Data | Audiogram Archived Data

File Location and File Name for Generated Audiogram File

The folder location and file name of the generated audiogram data file is setup in the 'Parameters' tab.

The c:\WorkSafeBC Audiogram\output\ folder will be created by the audiogram program if it does not exist.

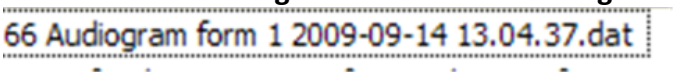


Session	1
WorkSafeBC Audiogram File Path	c:\WorkSafeBC Audiogram\output\
WorkSafeBC Audiogram File Name	Audiogram
Archived Data Unload File Path	c:\WorkSafeBC Audiogram\archive\
Archived Data Unload File Name	Audiogram
Audiogram Window Zoom %	100
Data Entry Validation	Yes
Reset Noise History tab After Export Data	Yes
Reset Medical History (Hearing) tab After Export Data	Yes
Reset Medical History (Gen) tab After Export Data	Yes
Audiogram Chart Zoom %	90
Construction Industry Firms	Yes
Medical History Reminder For Type Types of 'Baseline' and '1st Time In Noisy Industry'	Yes
Backup Data File Path	c:\WorkSafeBC Audiogram\backup\
Save Workbook After Each Test Result is Saved	No
Reset Noise Control tab After Export Data	No
Contractor Number/In House Name	66

Readme | Help | Parameters | New Codes | Classification Codes

Ready

The file name of each audiogram data file for hearing test with SIN is comprised of six parts:

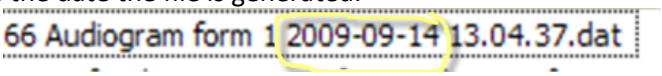


Part 1 is the 'Contractor Number/In House Name' from the 'Parameters' tab.

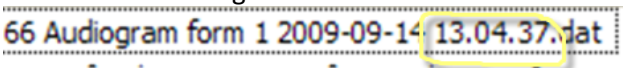
Part 2 is the 'WorkSafeBC Audiogram File Name' from the 'Parameters' tab.

Part 3 is the 'Session' number from the 'Parameters' tab.

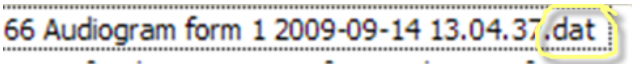
Part 4 is the date the file is generated.



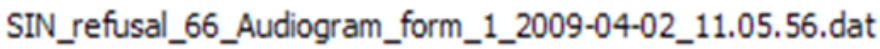
Part 5 is the time the file is generated.



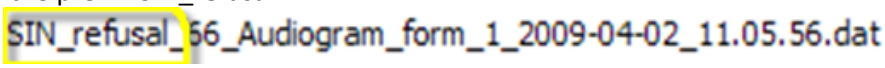
Part 6 is the file extension .dat



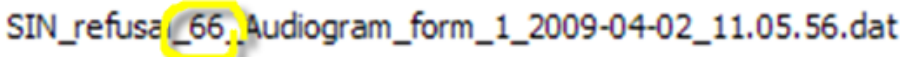
The file name of each audiogram data file for construction firm SIN refusal hearing test is comprised of seven parts:



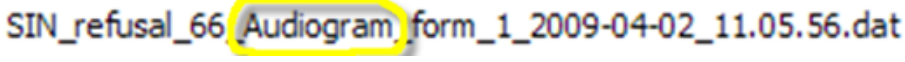
Part 1 is the prefix 'SIN_refusal'.



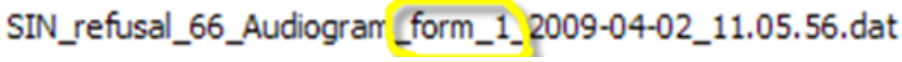
Part 2 is the 'Contractor Number/In House Name' from the 'Parameters' tab.



Part 3 is the 'WorkSafeBC Audiogram File Name' from the 'Parameters' tab.



Part 4 is the 'Session' number from the 'Parameters' tab.



Part 5 is the date the file is generated.

SIN_refusal_66_Audiogram_form_1_2009-04-02_11.05.56.dat

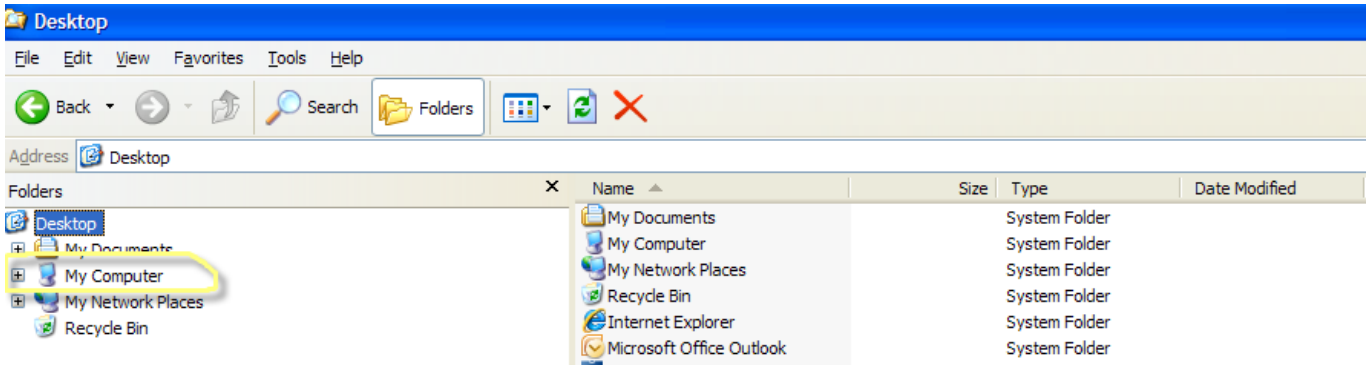
Part 6 is the time the file is generated.

SIN_refusal_66_Audiogram_form_1_2009-04-02_11.05.56.dat

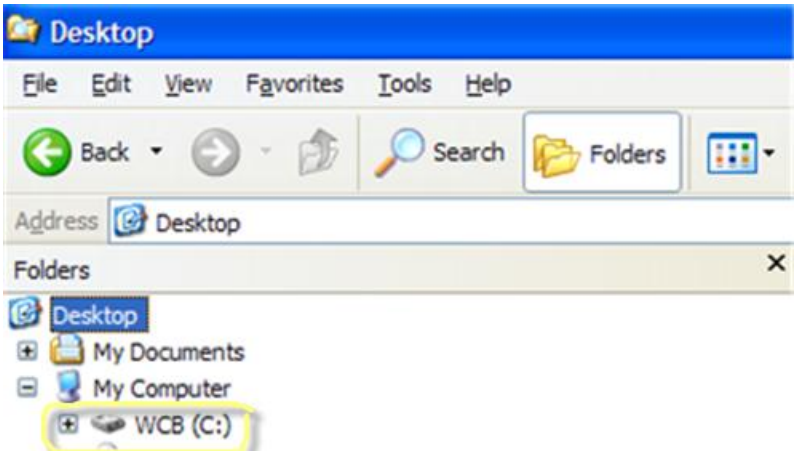
Part 7 is the file extension .dat

SIN_refusal_66_Audiogram_form_1_2009-04-02_11.05.56.dat

Open your Windows Explorer (see Appendix A in Part 3 of the user manual on how to open Windows Explorer) and click on the + sign besides 'My Computer' in the 'Folder' panel on the left of the window to see the drives in your computer.



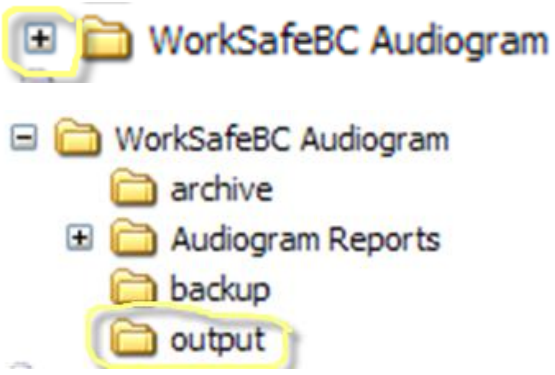
Click on the + sign beside the C drive to expand the sub-folders. Here is a screen shot of my C drive. Your drive name will not be 'WCB', but you should see the (C:) for your C drive.



Find the 'WorkSafeBC Audiogram' folder under your C drive and click on the + sign to expand the sub-folders.

You may only see the 'output' sub-folder, because the other folders are only created when you used the archive and backup functions in the audiogram program.

Click on the 'output' folder.



You should be able to find the file you have just generated on the right hand side panel.

Remember the location of this file: you will upload it to WorkSafeBC.

Summary

All hearing tests in the 'Audiogram Data Entry' tab that have not been generated before will be extracted into one or two audiogram data files. File generation separates hearing tests "with SIN" (normal) and hearing tests "without SIN" into separate files.

The generation process will only extract hearing tests without SIN with classification codes start with 72 (construction firms) into the audiogram data file for SIN refusal.

Hearing tests without SIN with classification codes that do not start with 72 (non construction firms) are not extracted into any audiogram data file.

All hearing tests in the 'Audiogram Data Entry' tab will be moved to the 'Audiogram Data Archive' tab after the generation process.

The file name of the generated audiogram data file for hearing tests with SIN is made up of the contractor number (or in-house name for in- house testers), the file name in the 'Parameters' tab and the date and time when the file is created. The file will have an extension of .dat.

The file name of the generated audiogram data file for hearing tests for SIN refusal for construction firms is made up of the prefix 'SIN refusal', the contractor number (or in-house name for in- house testers), the file name in the 'Parameters' tab and the date and time when the file is created. The file will have an extension of .dat.

The audiogram data files will be created in the **c:\WorkSafeBC Audiogram\output\ folder** which is specified in the 'Parameters' tab.

The c:\WorkSafeBC Audiogram\output\ folder will be created by the audiogram program if it does not exist.

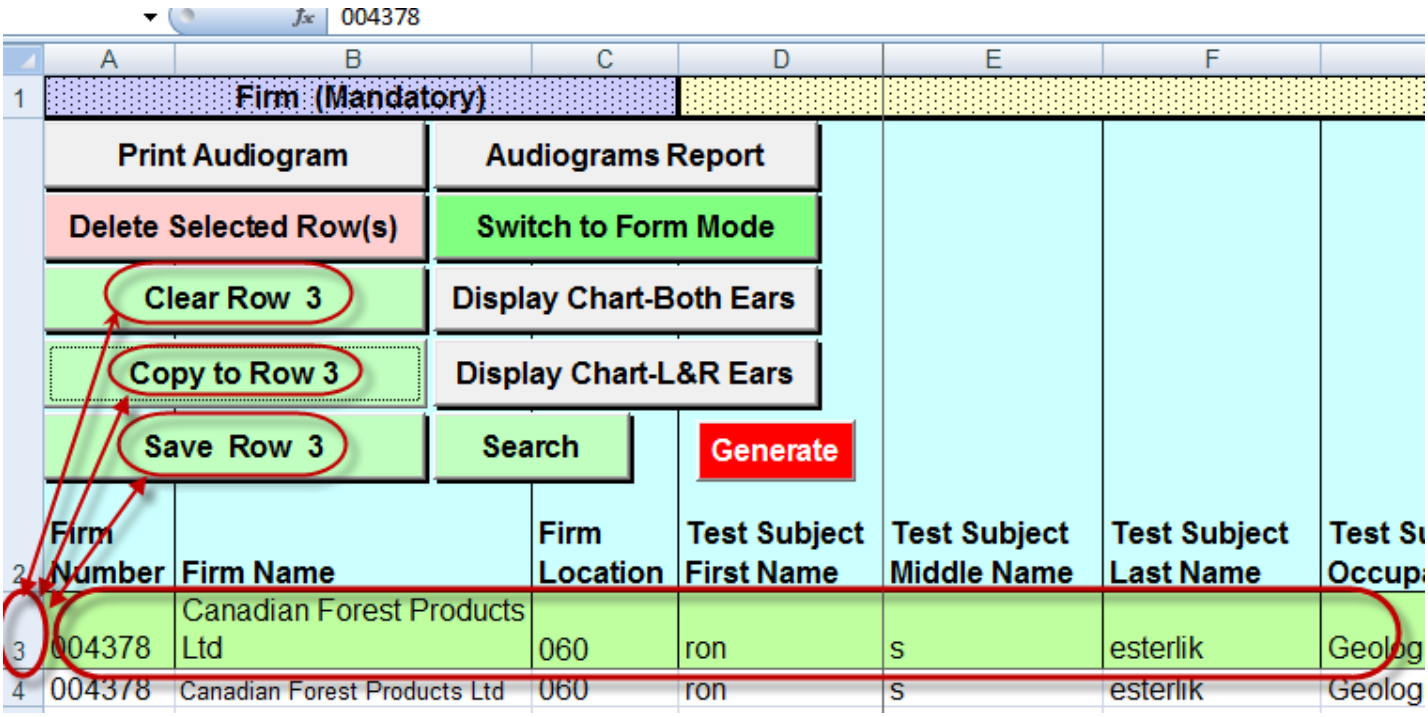
Entering Hearing Test Results in Data Entry Mode

Data Entry Mode VS Forms mode

You can enter hearing tests either in *Data Entry Mode* or *Form Mode*.

Form Mode, shown in the First section of this manual, is used for entering hearing tests while conducting the tests in the field, or by beginners, as it is more user-friendly.

Data Entry Mode, shown below, is used for entering a large number of hearing tests back at the office as this method is quicker. It is also excellent for correcting audiograms with errors.

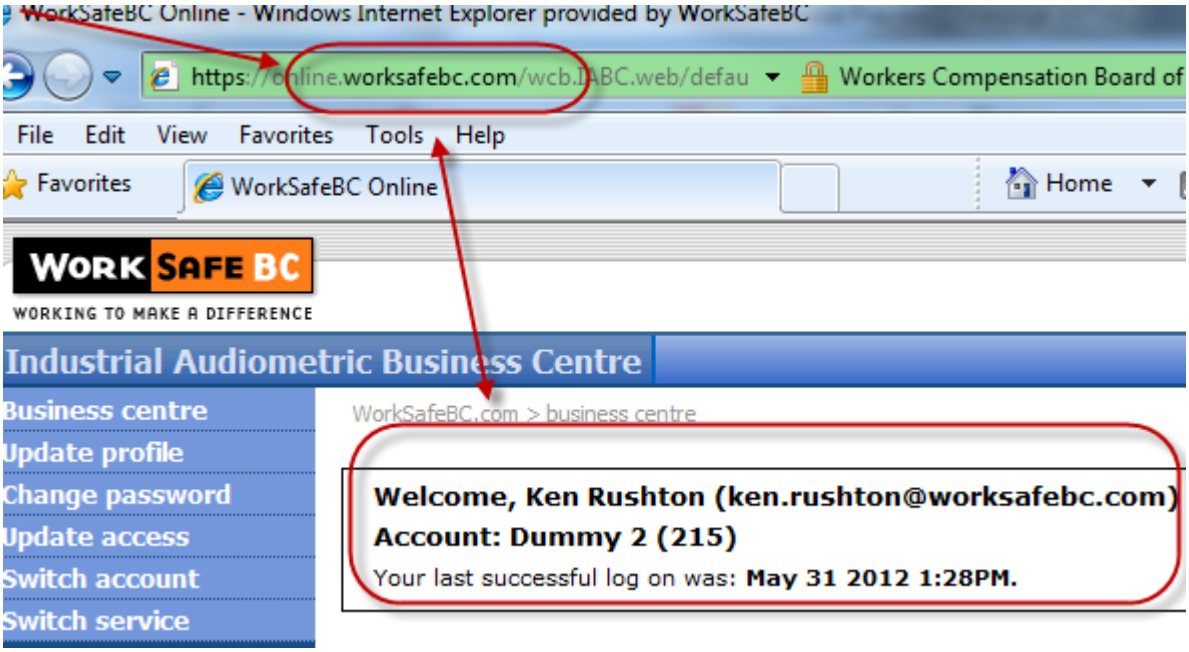


In **Data Entry Mode**, each hearing test is entered directly into row three of the '*Audiogram Data Entry*' tab. Hearing test results are stored here and audiogram data files* are generated from this location.

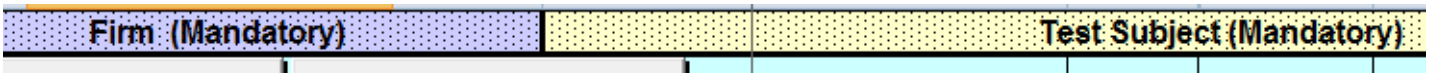
Data entry is done in the **Circled red row 3** you see above.

Why do we do this?

As each hearing test is entered, it is saved, and "generated" into a *Audiogram data files* that can be uploaded to the Industrial Audiometrics portion of WorkSafeBC's web site



Data Groups – Row 1



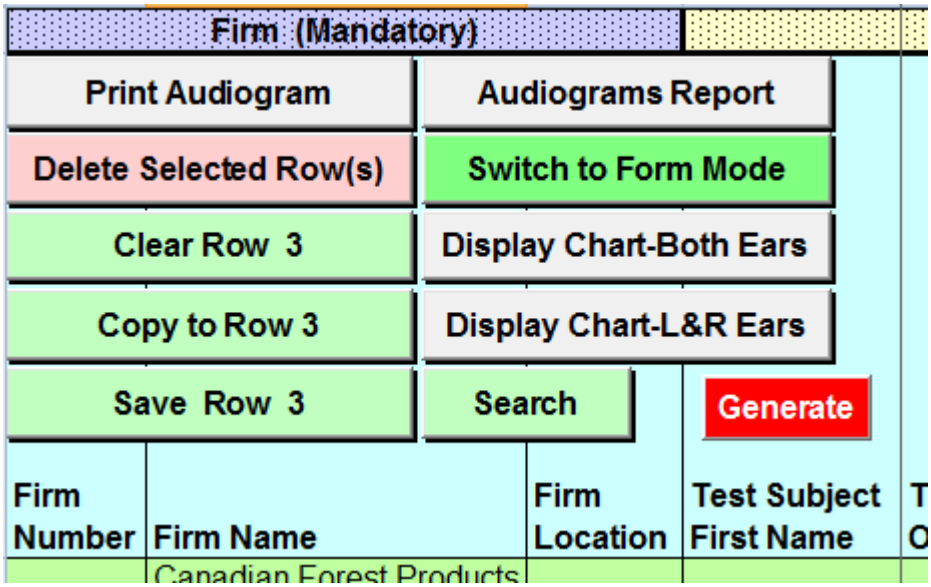
Row 1 groups the headings into different categories, reflecting the nature of the data you are entering:

- Firm Mandatory (see picture , above left)
- Test Subject Mandatory (See picture, above right)
- Test Method Mandatory
- Noise Control Some Fields Are Mandatory
- Test Result Mandatory
- Frequency In kHz (Pitch) Mandatory
- Noise History Optional
- Medical History (Hearing) Optional
- Medical History (Gen) Optional

These are useful in navigation when entering the data.

Special action buttons

At the top of the 'Audiogram Data Entry' tab, as part of *row 2*, are buttons for different functions you can perform:



- Print an Audiogram
- Print an Audiogram Report about all the data in the Audiogram Data Entry tab
- Clear row 3 completely
- Go into Forms Mode
- Delete rows of data
- Search (lookup) a value
- Copy another row to row 3
- Save row 3 to another row
- Display Chart (Both Ears)
- Display Chart (L & R ears)

These will be covered later.

Data fields

Row 2 also contains the headings for each field of the audiogram.

Firm Number	Firm Name	Firm Location	Test Subject First Name	Test Subject Occupation	Test Subject Age
004378	Canadian Forest Products Ltd	060	ron	Geologist	62
004378	Canadian Forest Products Ltd	060	ron	Geologist	62

Data fields – Row 3 – your audiogram entry point

Row 3 with a green background is where you enter the values for each field of the hearing test. Once entered and validated on this row, the row's data is then moved to the **next empty** row below when you click on the "**Save**" button.

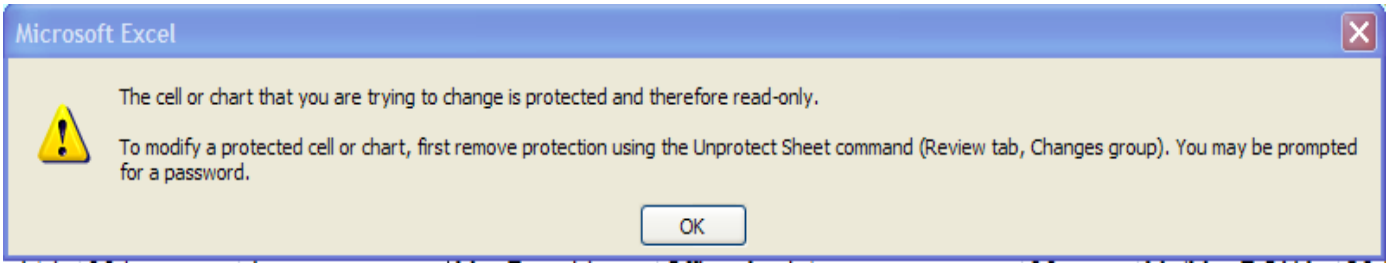
Firm Number	Firm Name	Firm Location	Test Subject First Name	Test Subject Occupation	Test Subject Age
004378	Canadian Forest Products Ltd	060	ron	Geologist	62
004378	Canadian Forest Products Ltd	060	ron	Geologist	62

Data fields – Row 4 onwards

From row 4 onward, are the hearing tests that have been saved from the data entered in row 3.

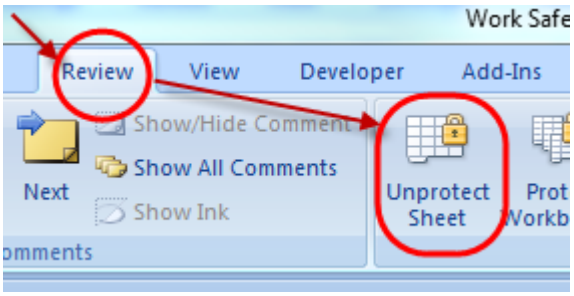
4	548380	S & A Excavating Ltd.	001	Don	Jone	Office Assistance	27	JONE
5	548380	S & A Excavating Ltd.	001	Patrick	More	Office Assistance	57	MORE
6	614069	Benny Construction Ltd	001	Jane	Doe	Office Assistance	31	DOE
7	614069	Benny Construction Ltd	001	Jane	MacDonald	Office Assistance	30	Mc/MacDONA
8	614069	Benny Construction Ltd	001	John	Smith	Office Assistance	37	SMITH
9								

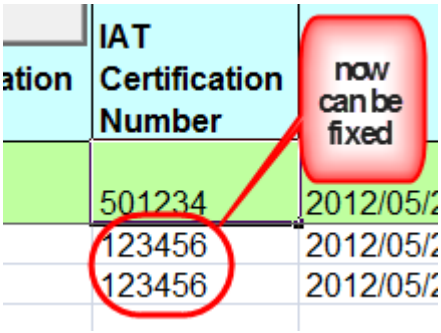
Note: You can *only* enter data into the cells in row 3.
You will see the following error message if you try to enter data into a cell in any other rows.


Microsoft Excel
The cell or chart that you are trying to change is protected and therefore read-only.
To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Review tab, Changes group). You may be prompted for a password.
OK

Making mass changes to data in Row 4 onwards

If you really want to make a mass change to the spreadsheet, e.g. to change the IAT Certification number, incorrect firm number, location, etc, you can unprotect the sheet and change data in any cell on row 4 on. We suggest re-protecting it after the needed change has been made.



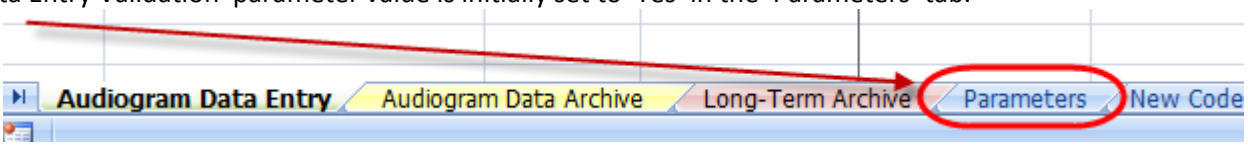


Data Validation Timing in Data Entry Mode

The audiogram program is initially set up to perform validation as the hearing test data is entered in the 'Audiogram Data Entry' tab.

By setting the 'Data Entry Validation' parameter to 'Yes' or 'No', you can control whether validation for each field is performed as you are entering the data or performed only when you save the data.
You might elect to do the latter if you are expert at the system and just want to first key in all your data "raw", then review and correct second.

The 'Data Entry Validation' parameter value is initially set to 'Yes' in the 'Parameters' tab.

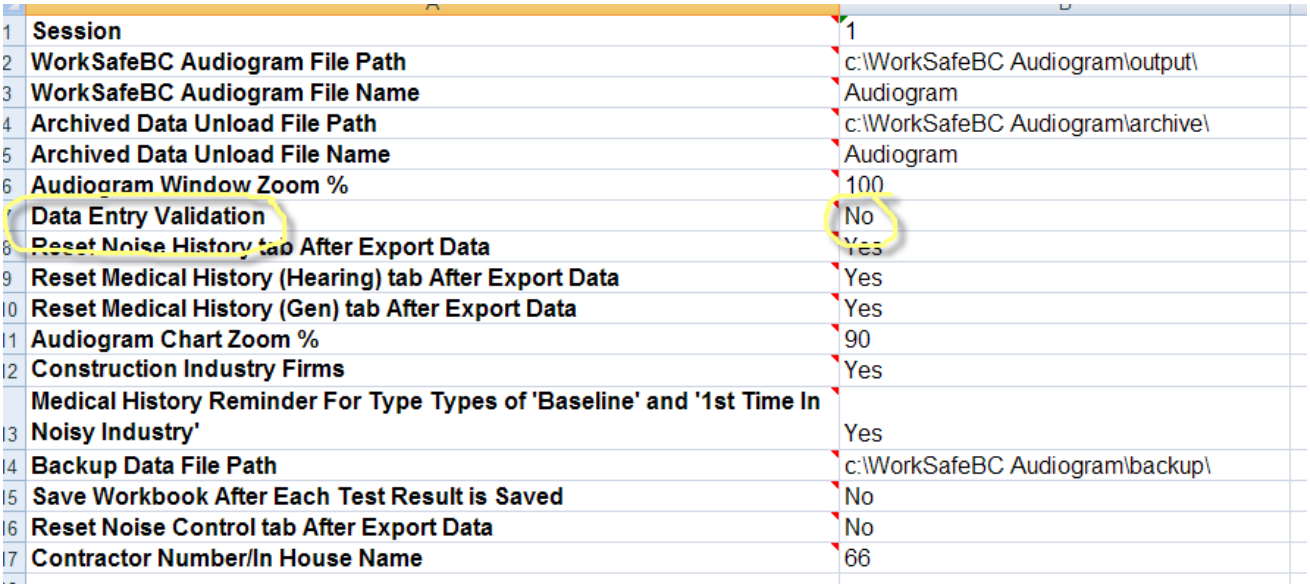


	A	B
1	Session	1
2	WorkSafeBC Audiogram File Path	c:\WorkSafeBC Audiogram\output\
3	WorkSafeBC Audiogram File Name	Audiogram
4	Archived Data Unload File Path	c:\WorkSafeBC Audiogram\archive\
5	Archived Data Unload File Name	Audiogram
6	Audiogram Window Zoom %	100
7	Data Entry Validation	Yes
8	Reset Noise History tab After Export Data	Yes
9	Reset Medical History (Hearing) tab After Export Data	Yes
10	Reset Medical History (Gen) tab After Export Data	Yes
11	Audiogram Chart Zoom %	90
12	Construction Industry Firms	Yes
13	Medical History Reminder For Type Types of 'Baseline' and '1st Time In Noisy Industry'	Yes
14	Backup Data File Path	c:\WorkSafeBC Audiogram\backup\
15	Save Workbook After Each Test Result is Saved	No
16	Reset Noise Control tab After Export Data	No
17	Contractor Number/In House Name	66

To change the 'Data Entry Validation' parameter value, select the cell with the 'Yes' and then click the dropdown button on the right hand side of the cell as seen in the screen shot below.

Then select and click the 'No' in the dropdown list as seen in the screen shot below.

Now the program is setup to only perform the validation when you save the hearing test result in the 'Audiogram Data Entry' tab.

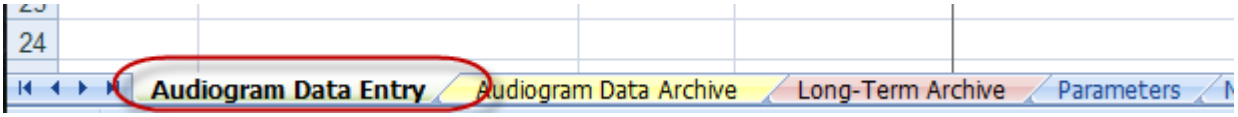


1	**Session**	1
2	**WorkSafeBC Audiogram File Path**	c:\WorkSafeBC Audiogram\output\
3	**WorkSafeBC Audiogram File Name**	Audiogram
4	**Archived Data Unload File Path**	c:\WorkSafeBC Audiogram\archive\
5	**Archived Data Unload File Name**	Audiogram
6	**Audiogram Window Zoom %**	100
7	**Data Entry Validation**	No
8	**Reset Noise History tab After Export Data**	Yes
9	**Reset Medical History (Hearing) tab After Export Data**	Yes
10	**Reset Medical History (Gen) tab After Export Data**	Yes
11	**Audiogram Chart Zoom %**	90
12	**Construction Industry Firms**	Yes
13	**Medical History Reminder For Type Types of 'Baseline' and '1st Time In Noisy Industry'**	Yes
14	**Backup Data File Path**	c:\WorkSafeBC Audiogram\backup\
15	**Save Workbook After Each Test Result is Saved**	No
16	**Reset Noise Control tab After Export Data**	No
17	**Contractor Number/In House Name**	66

The rest of this manual assumes validation for each field is performed as you are entering the data.

Audiogram Data Entry

This is done only in **row 3** of the ***Audiogram Data Entry tab*** (worksheet) of the spreadsheet.



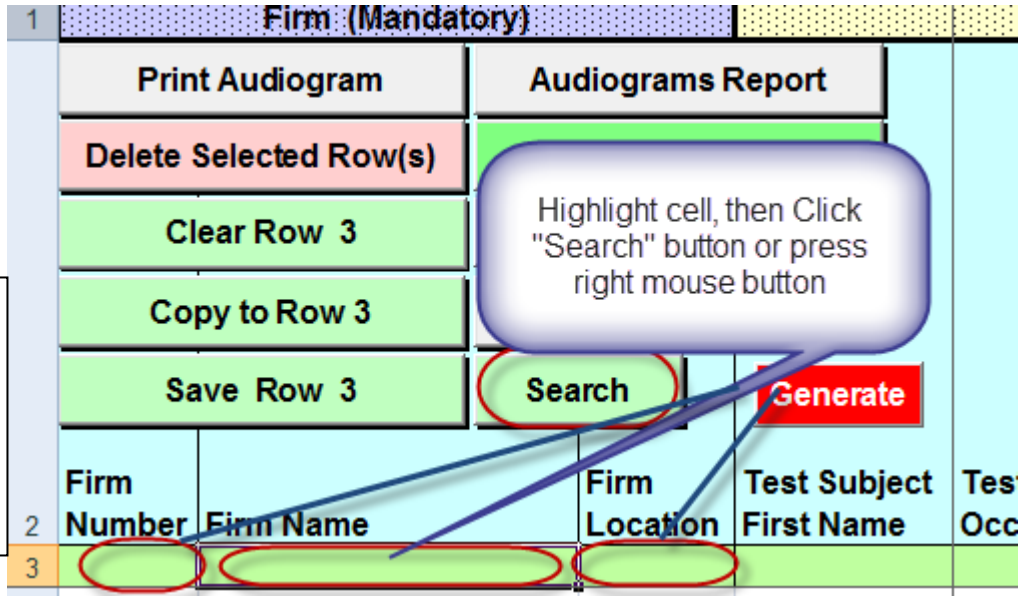
Firm Number	Firm Name	Firm Location	Test Subject First Name	Test Subject Occupation	Test Subject Age
004378	Canadian Forest Products Ltd	060	ron	Geologist	62
004378	Canadian Forest Products Ltd	060	ron	Geologist	62

Entering Firm Info

Firm number, firm name, firm location can only be selected from firms that you have setup in the 'Firms' tab or selected from firms in the 'audiogramFirmCU.dat' file in the c:\WorkSafeBC Audiogram\Data folder.

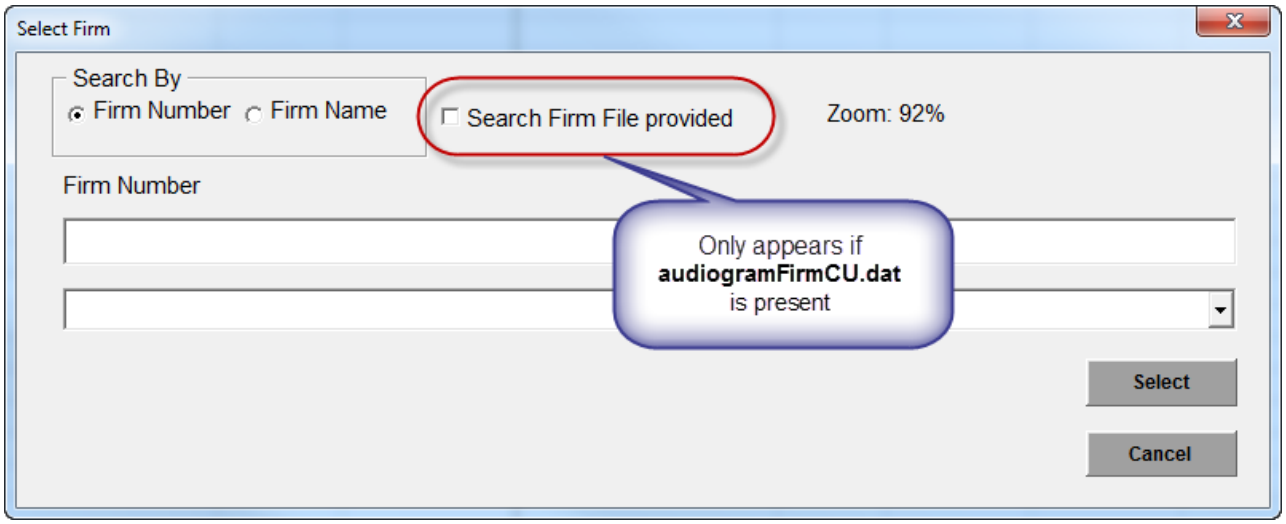
To select a firm for a hearing test, select any one of the cells for *Firm Number*, *Firm Name* or *Firm Location* and then click the '*Search*' button.

Tip: Instead of clicking the 'Search' button, just click the right mouse button (right-click) in *Firm Number, Firm Name* or *Firm Location* to bring up the 'Select Firm' window.



Selecting a Firm From the 'Firms' Tab

When the 'Select Firm' window comes up, if you did not have the c:\WorkSafeBC Audiogram\Data\ audiogramFirmCU.dat file saved, you will not see the 'Search All Firms' checkbox and you can only search firms that are manually set up in the 'Firms' tab.



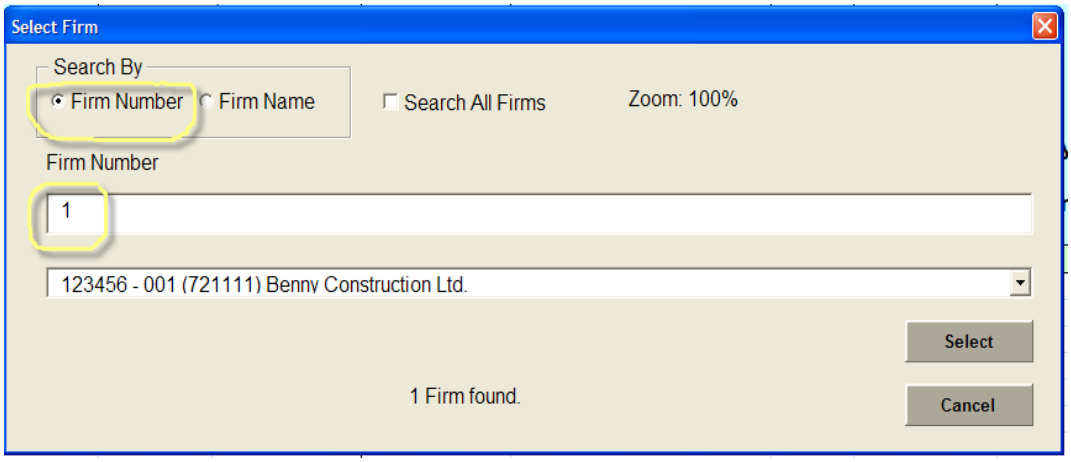
If you wish to have a complete set of firms to search, see section 'Setting up Firms for Entering Hearing Tests' in Part 1 of this manual for instructions on how to setup the audiogramFirmCU.dat file.

In our examples below we will use the screen shots with c:\WorkSafeBC Audiogram\Data\'audiogramFirmCU.dat' file already setup.

The 'Search All Firms' checkbox is unchecked, by default, in the 'Select Firm' window.
As with all the options, you may change this by checking the Search By 'Firm Number' option and saving the spreadsheet.

To **search by Firm number**, enter the firm number you want to search in the 'Firm Number' field. The search will narrow down the number of firms that match what you have typed so far.

In this example, all firm numbers start with '1' will be retrieved. If you type '12' then it will retrieve all the firm numbers start with '12'.

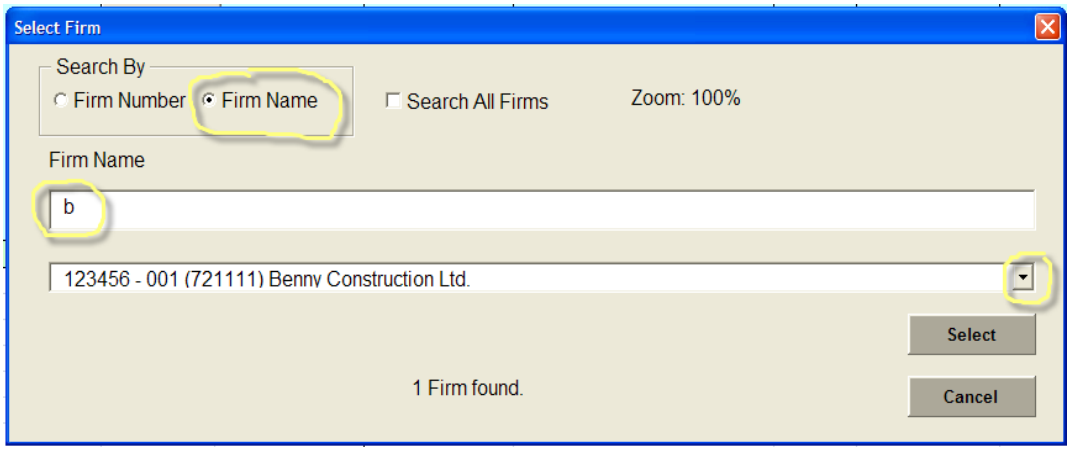


It will not allow you to type in the next number that does not have any matching firm numbers.

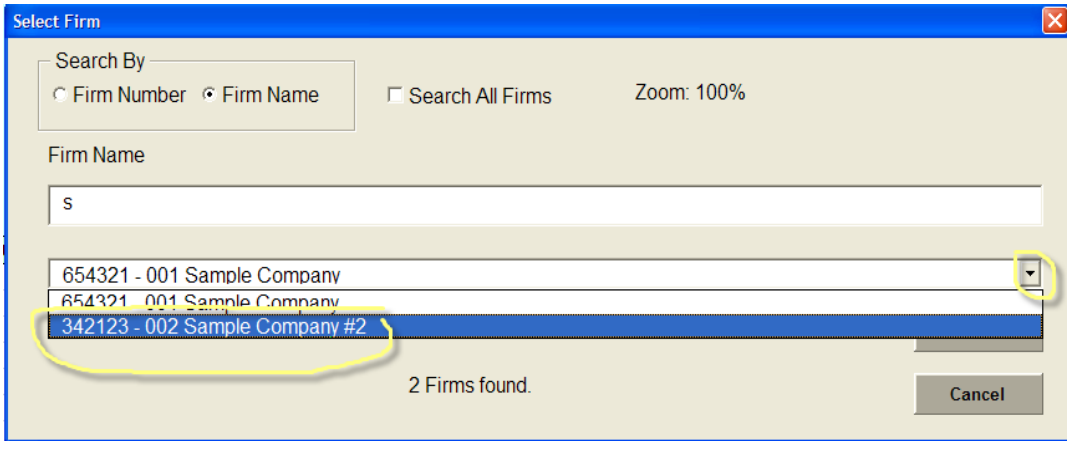
For example, if there are no firm numbers start with '14' in the 'Firms' tab then you will not be able to type '4' after the '1'.

Searching by firm name is the same, except now you are entering the name of the firm in the search text. The firm name you type is not case sensitive.

You can also click on the dropdown button on the right hand side to see the list of firms available for you to select so far.



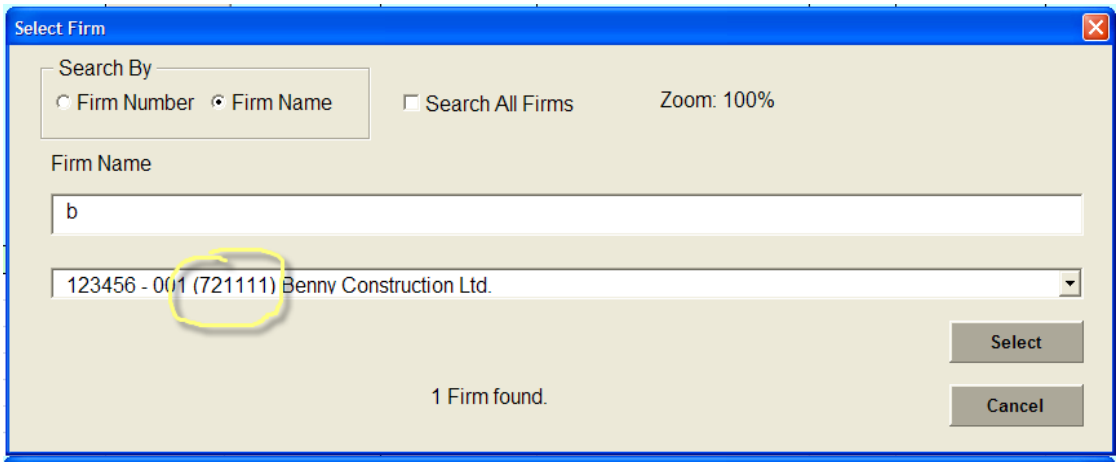
If the firm you are searching for is in the dropdown list, select (double-click) the entry on the dropdown list.



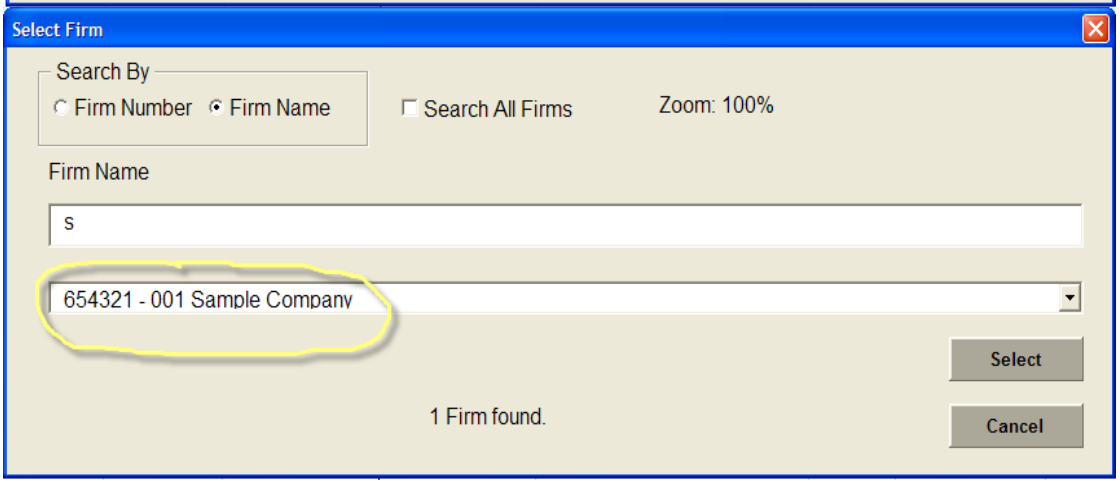
When the entry you want is in the box, then click the 'Select' button and the 'Firm Number', 'Firm Name' and 'Firm Location' fields in row 3 of the 'Audiogram Data Entry' tab will be automatically filled in with the selected firm information for you.

If the classification code is entered in the 'Firms' tab for the selected firm, the 'Classifications' field in row 3 of the 'Audiogram Data Entry' tab will also be automatically filled in too.

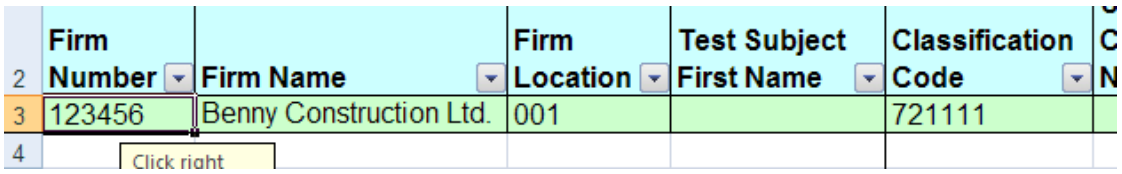
Here is an example of a firm that has the classification code entered in the 'Firms' tab in the screen shot below. The classification code 721111 is shown enclosed in brackets.



Here is an example of a firm that does not have the classification code entered in the 'Firms' tab in the screen shot below.



Here you can see the firm information is filled in after you have clicked the 'Select' button in the 'Select Firm' window.

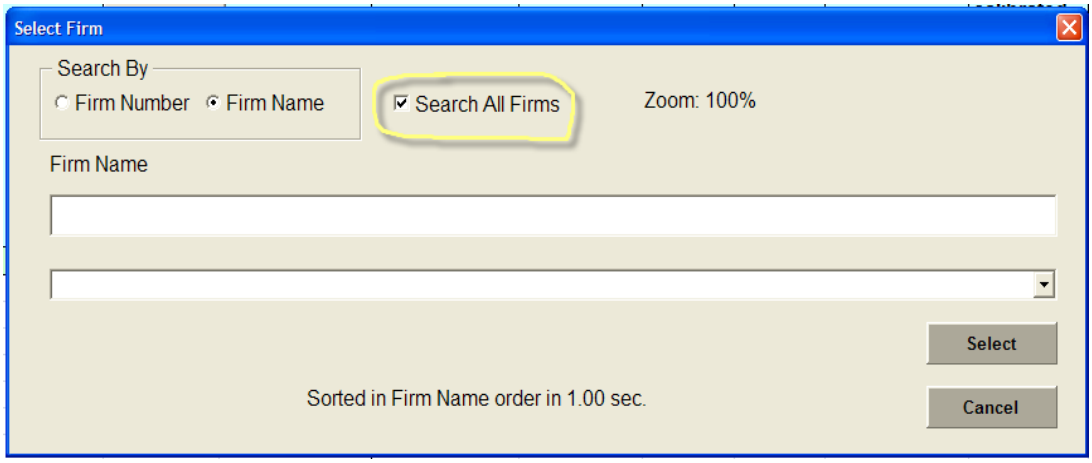


	Firm Number	Firm Name	Firm Location	Test Subject First Name	Classification Code
3	123456	Benny Construction Ltd.	001		721111
4					

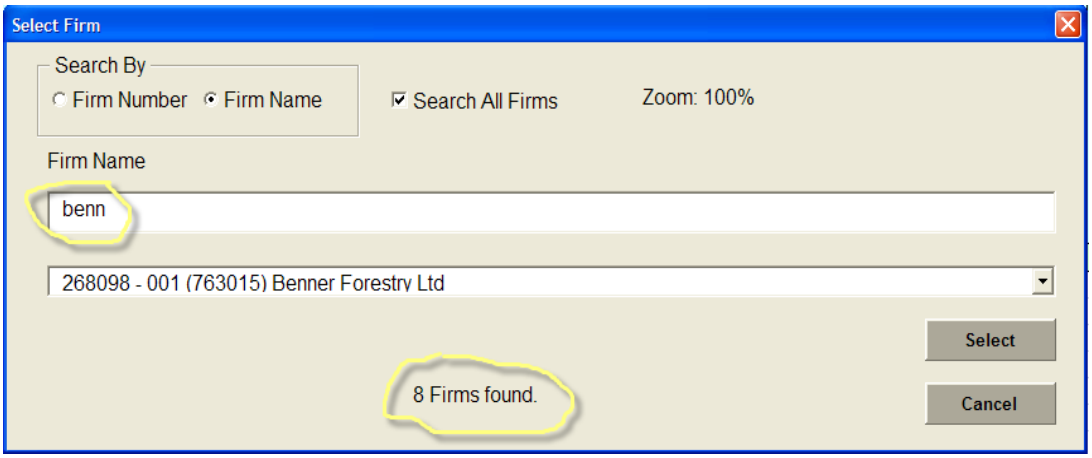
Selecting a Firm from the Firm Data File

If you want to search the 'audiogramFirmCU.dat' file for a firm, check the 'Search All Firms' checkbox.

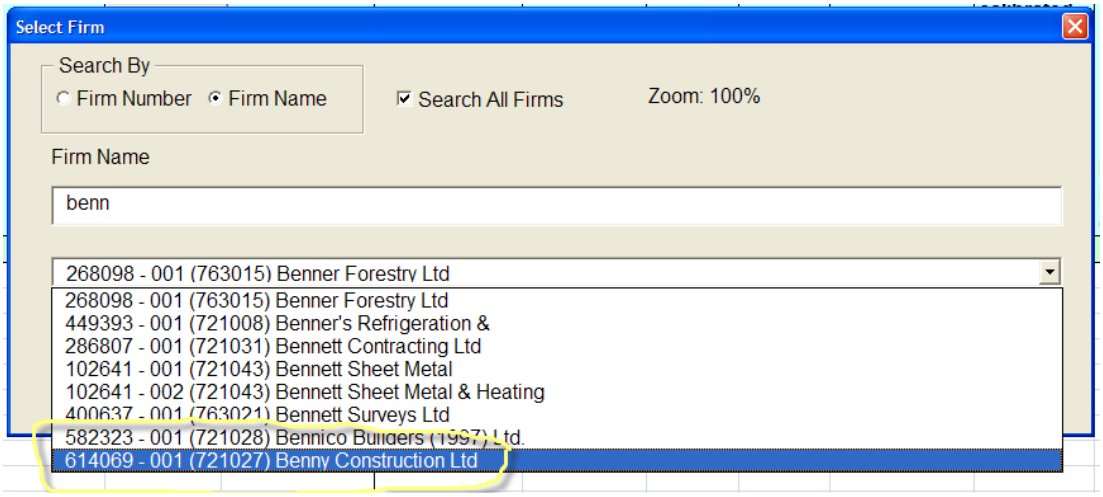
This file contains all the firm number, firm location, firm name and classification combinations in the WorkSafeBC system. See section 'Setup Firms For Entering Hearing Tests' in Part 1 of the user manual for instructions on how to setup the audiogramFirmCU.dat file in your PC.



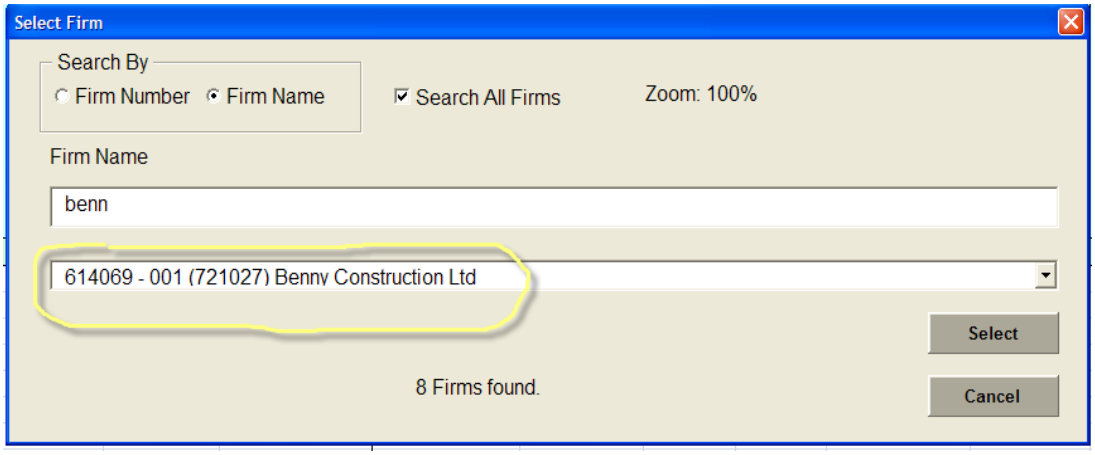
In this example, I have typed in 'benn' in the firm name search field and we can see in the lower part of the window there are eight firm names that start with 'benn'. The search field text is not case sensitive.



I can continue typing the rest of the firm name to narrow down the number of firms in the dropdown list or I can select the firm by clicking the firm in the dropdown list. Click on the dropdown button on the right hand side and click on the firm that you want to select.


Select Firm
Search By
Firm Number
Firm Name
Search All Firms
Zoom: 100%
Firm Name
benn
268098 - 001 (763015) Benner Forestry Ltd
268098 - 001 (763015) Benner Forestry Ltd
449393 - 001 (721008) Benner's Refrigeration &
286807 - 001 (721031) Bennett Contracting Ltd
102641 - 001 (721043) Bennett Sheet Metal
102641 - 002 (721043) Bennett Sheet Metal & Heating
400637 - 001 (763021) Bennett Surveys Ltd
582323 - 001 (721028) Bennico Builders (1997) Ltd.
614069 - 001 (721027) Benny Construction Ltd

Once you have the selected firm displayed in the dropdown box as seen in the screen shot below, you can click the 'Select' button and the 'Firm Number', 'Firm Name', 'Firm Location' and 'Classification' fields in the 'Audiogram Data Entry' tab will be filled in.



This method allows you to search for firms that have not been setup in the 'Firms' tab.

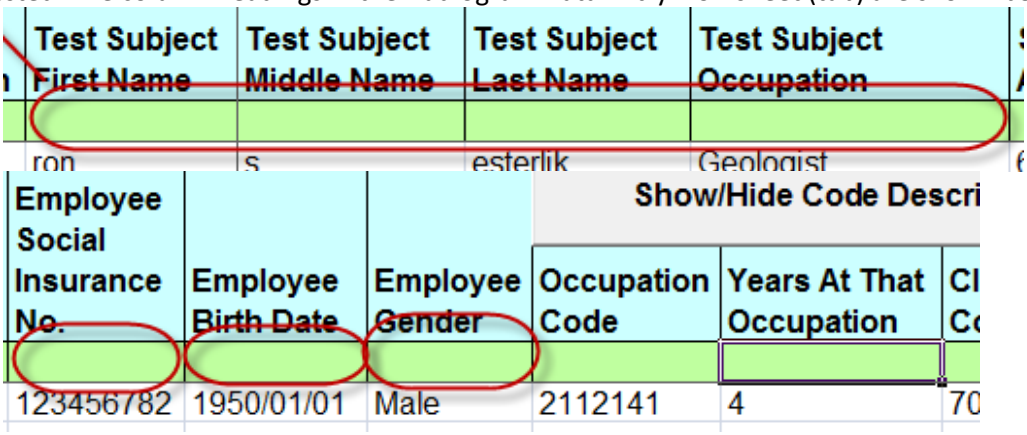
	Firm Number	Firm Name	Firm Location	Test Subject First Name	Classification Code
2					
3	614069	Benny Construction Ltd	001		721027

Note: each time you save a hearing test, the program will save any firm number, firm location, firm name and classification combination in the 'Firms' tab. This means the next time you want to select that same firm number, firm location, firm name and classification combination for a hearing test, you only need to search the 'Firms' tab.

Tip: you can make further changes to any firm number, firm location, firm name and classification, once they have been saved to the 'Firms' tab.

Entering Test Subject Info

Test subject information consists of the first name, last name, occupation, SIN, birth date and gender of the worker being tested. The column headings in the Audiogram Data Entry worksheet (tab) are shown below.



Test Subject First Name	Test Subject Middle Name	Test Subject Last Name	Test Subject Occupation
ron	s	esterlik	Geologist

Employee Social Insurance No.	Employee Birth Date	Employee Gender	Show/Hide Code Descri		
			Occupation Code	Years At That Occupation	Cl Cc
123456782	1950/01/01	Male	2112141	4	70

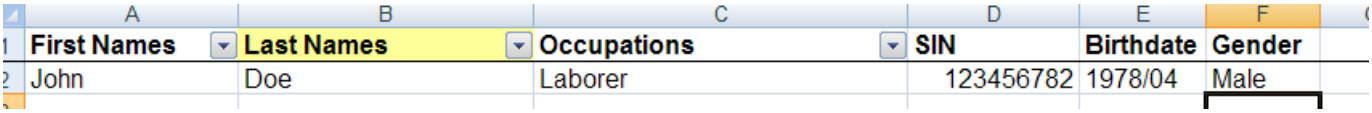
The first name, last name, occupation, social insurance number, birth date and gender for the test subject are text fields that you can enter directly.

However, each time an audiogram is saved in the 'Audiogram Data Entry' tab, test subjects that are not in the 'Test Subjects' tab will be saved to the 'Test Subjects' tab. These test subjects are then available to be selected for future hearing tests.

> Tip: although you don't have to, you *can* setup this information in the 'Test Subjects' tab *before* entering data for a hearing test, perhaps if you are given a list of subjects beforehand . This enables you to pull in the test subject information when you are entering data for a hearing test, and so the tests more quickly.

Setting up Test Subject in the 'Test Subjects' Tab

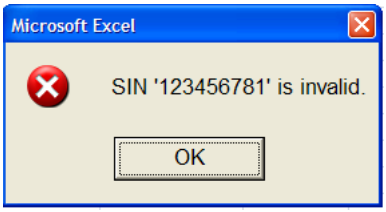
Type in the first name, last name, occupation, SIN, birth date in YYYY/MM format and the gender (Male or Female) in the 'Test Subjects' tab. The Occupations field is a description field to further identify the test subject and it is not sent to WorkSafeBC.



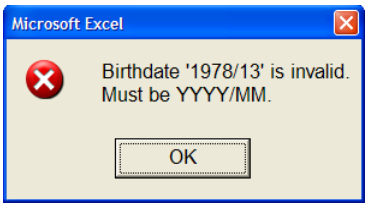
	A	B	C	D	E	F
1	First Names	Last Names	Occupations	SIN	Birthdate	Gender
2	John	Doe	Laborer	123456782	1978/04	Male

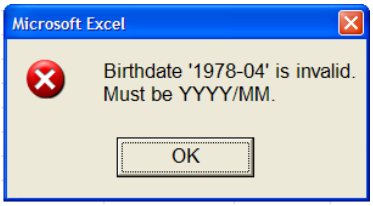
Validation

There is a check digit validation on the SIN field and you will see the following error message if you type in an invalid SIN.



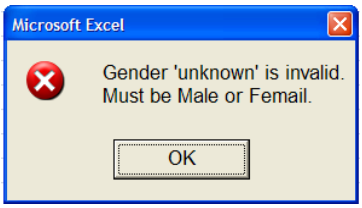
There is a validation on the 'Birthdate' field and you will see the following error messages if you type in an invalid birthdates.





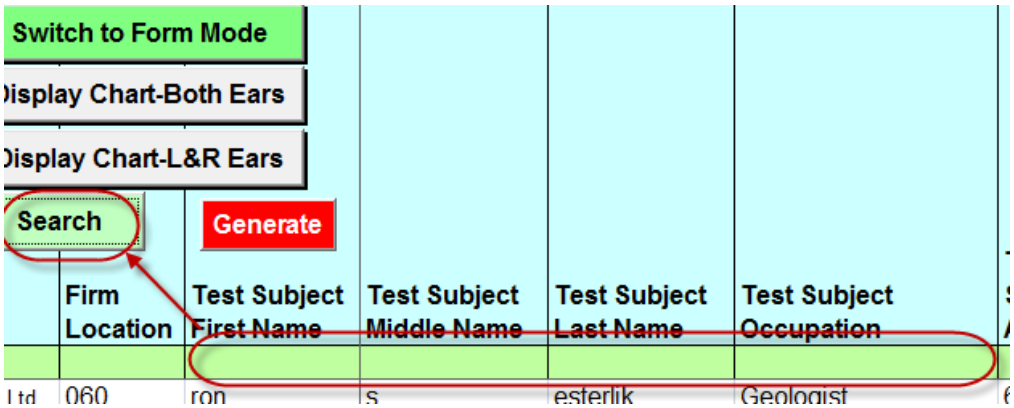
The first birth date has 13 as the month and the second birth date has a dash '-' as a separator instead of the slash '/'.

There is a validation on the Gender field too.

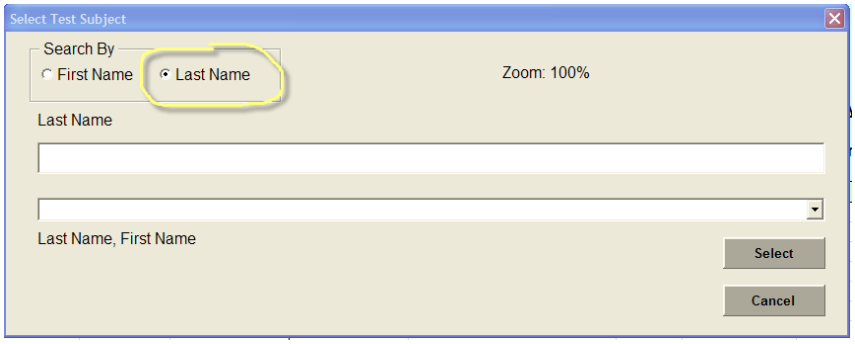


Selecting a Test Subject from the 'Test Subjects' Tab

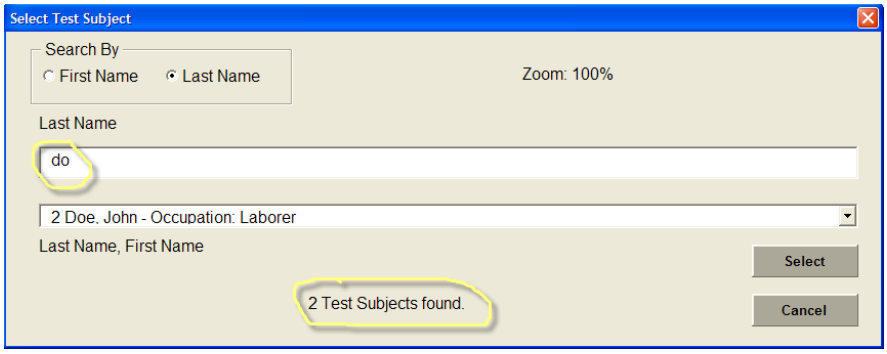
To select a test subject for a hearing test, select any one of the cells in row 3 for 'Test Subject First Name', 'Test Subject Last Name' or 'Test Subject Occupations' and click the 'Search' button.



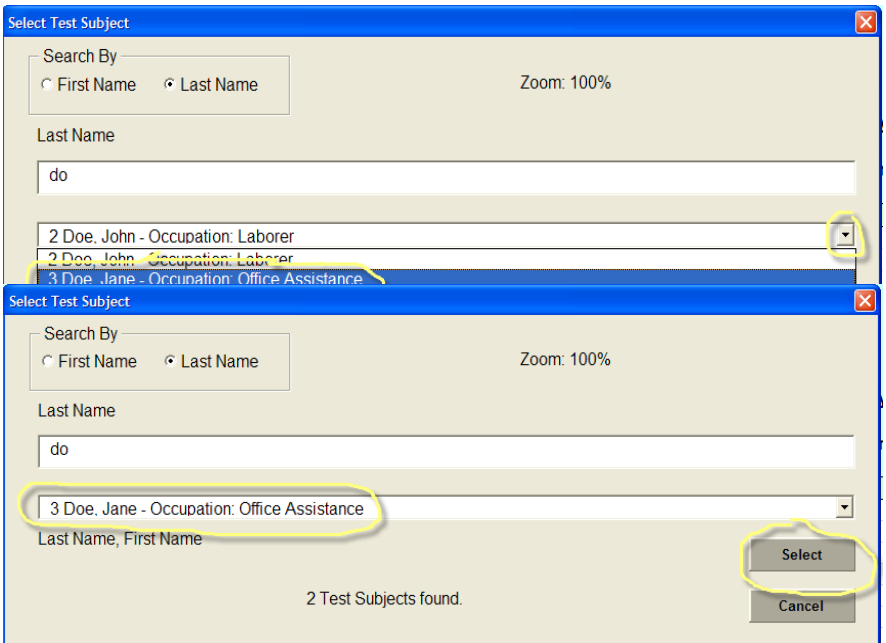
When the 'Select Test Subject' window comes up, the search by option will default to the option you have selected the last time you have searched a test subject.



In this example, I have typed in 'do' in the 'Last Name' field and there are two last names that start with 'do'. The 'Last Name' or 'First Name' search text field is not case sensitive.

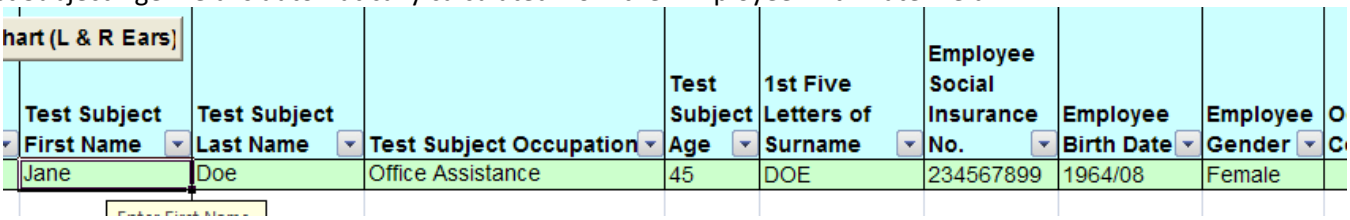


One can continue typing the rest of the last name to narrow down the number of test subjects in the dropdown list or I can select the test subject by clicking the test subject in the dropdown list. Click on the dropdown button on the right hand side and click on the test subject that you want to select.



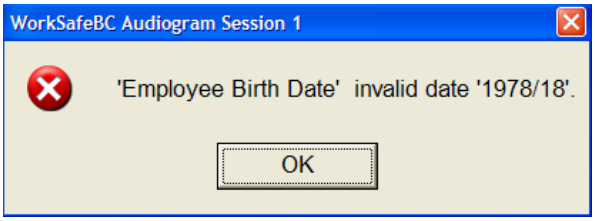
Once you have the selected test subject displayed in the dropdown box as seen in the screen shot below, you can click the 'Select' button and the 'First Name', 'Last Name', 'Occupations', 'Social Insurance No.', 'Birthdate' and 'Gender' fields will be filled in for you in the 'Audiogram Data Entry' tab.

The 'Test Subject Age' field is automatically calculated from the 'Employee Birth Date' field.

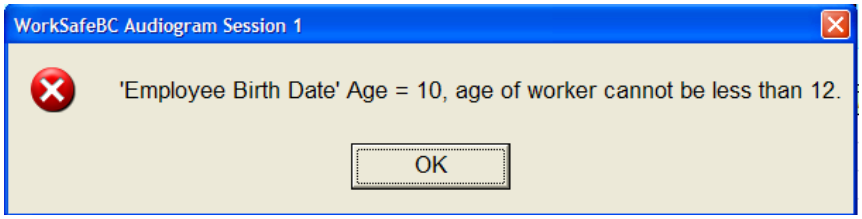


The '1st Five Letters of Surname' field is always extracted from the 'Test Subject Last Name' field. For last names that start with 'Mc' or 'Mac', the 'Mc' and 'Mac' are treated as one letter and they will be shown as 'Mc/Mac'. So for last name such as MacDonald, the '1st Five Letters of Surname' field will be displayed as 'Mc/MacDONA'.
See section 'Override '1st Five Letters of Surname' Field' in Part 1 of the user manual on how to override incorrectly extracted '1st Five Letters of Surname' value 'Mc/MacCE' for last names like Mace.

There are validations on the birth date field. You will see the following error message if the birth date is invalid.



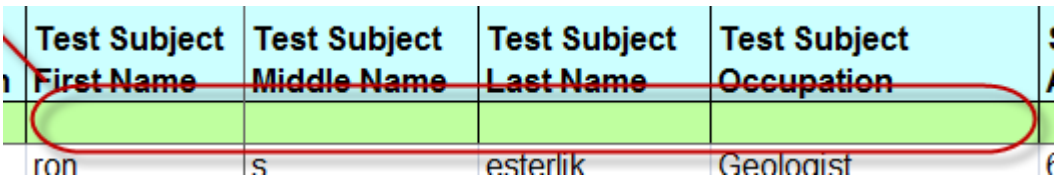
You will see the following error message if calculated age from the birth date of the test subject is less than 12.

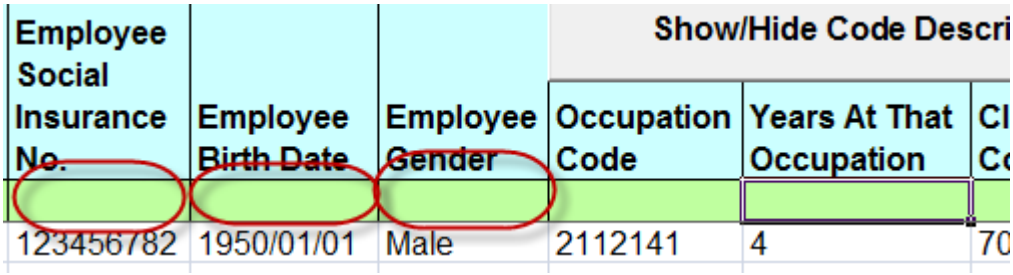


Any fields for the test subject can be changed after it is filled in from the 'Select Test Subject' window.

Note that changes to data in the Test Subjects tab does not affect entered data in the Audiograms rows, once copied into the row.

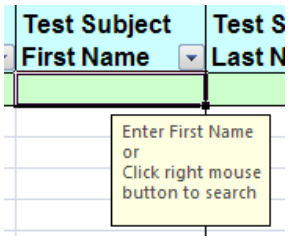
Entering Test Subject Info Fields directly into an audiogram



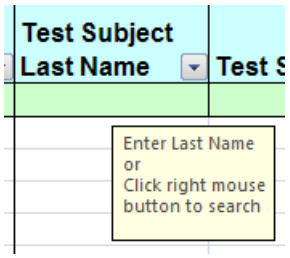


You can also enter the test subject info directly into the fields in row 3 of the 'Audiogram Data Entry' tab. When you save the hearing test, the test subject info that does not exist in the 'Test Subjects' tab will be created in the 'Test Subjects' tab.

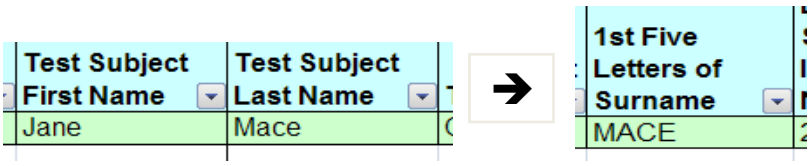
When you select the 'Test Subject First Name' field you should see the message box that reminds you that you can enter the first name directly or search a test subject.



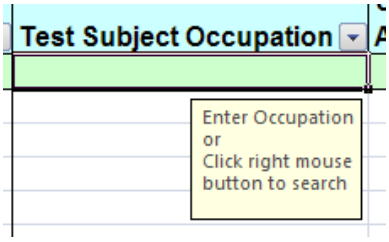
When you select the 'Test Subject Last Name' field you should see the message box that reminds you that you can enter the last name directly or search a test subject.



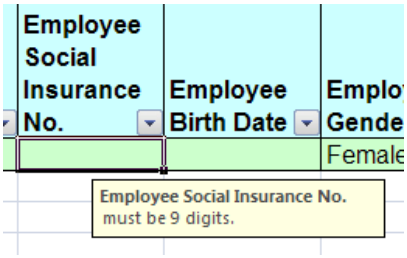
The '*1st Five Letters of Surname*' field are automatically extracted from the 'Test Subject Last Name' field.



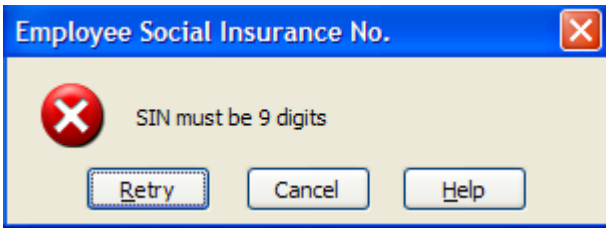
When you select the '*Test Subject Occupation*' field you should see the message box that reminds you that you can enter a description for the occupation directly or search a test subject.



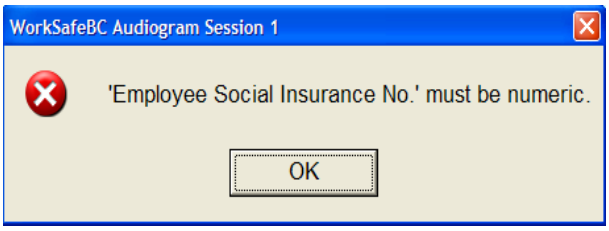
When you select the 'Employee Social Insurance No.' field you should see the message box that reminds you the valid format for this field.



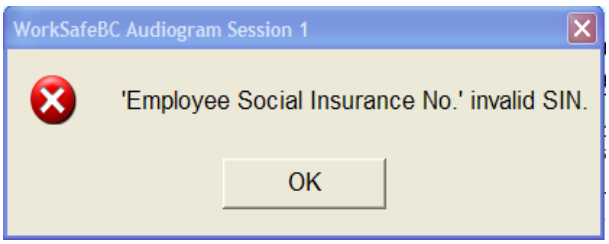
You will see the following error message, if you entered a SIN that is more or less than 9 digits.



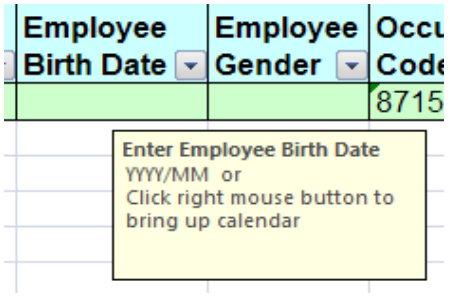
You will see the following error message, if you entered a SIN with non numeric character.



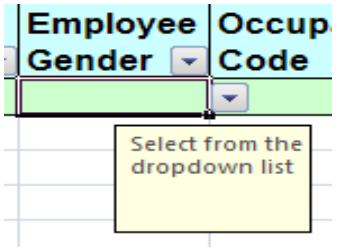
You will see the following error message, if you entered an invalid SIN.



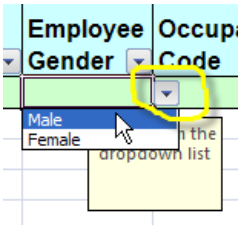
When you select the 'Employee Birth Date' field you should see the message box that reminds you that you can enter the date directly or select from the calendar window. See section 'Select Birthdate from the Calendar Window' in Part 3 of the user manual for instructions on how to select a birth date from the calendar window.

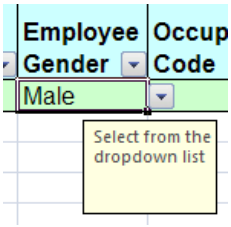


When you select the 'Employee Gender' field you should see the message box that reminds you all the valid values can be selected from the dropdown list.



You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and selecting a value in the dropdown list.





Entering 'Occupation Code' Field

You can either select the 'Occupation Code' field from the 'Occupation Codes' tab or enter the value directly.

Select Occupation Code from the 'Occupation Codes' Tab

All the valid occupation codes for a worker are stored in the 'Occupation Codes' tab.

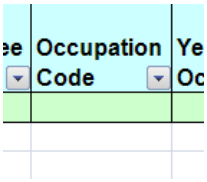
	A	B	C
1	Occupation Codes	Occupation Descriptions	
2	7112269	AGRICULTURAL WORKER	
3	8533713	AIR CONDITIONING MECHANIC	
4	8515024	AIRCRAFT ASSEMBLER	
5	8582024	AIRCRAFT WORKER/GROUND CREW	
6	9173276	AMBULANCE DRIVER/EMERGENCY VEHICLE	
7	7199847	ANIMAL CONTROL OFFICER	
8	8786028	ASBESTOS WORKER/INSULATOR	
9	8713675	ASPHALT WORKER	
10	8333726	ASSEMBLER	
11	8513497	AUTO BODY SHOP WORKER	
12	9315457	AUTOSTACKER OP (SM;PM)	
13	7511255	AVALANCHE CREW/TRAIL CREW/FOREST TECH	
14	9317101	BAGGER/WRAPPER/TIEUP/BUNDLER/STRAP/BALER	
15	8213033	BAKER	

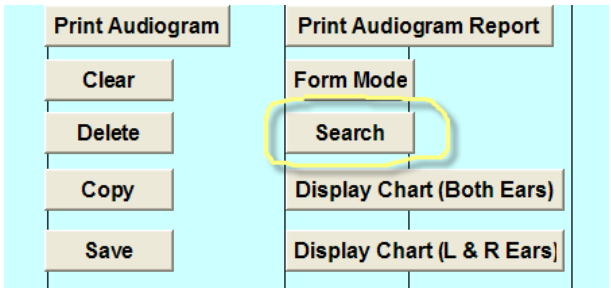
> Tip. New occupation codes that have not been updated to the 'Occupation Codes' tab can be setup in the 'New Codes' tab temporary

To select an occupation code for a hearing test,

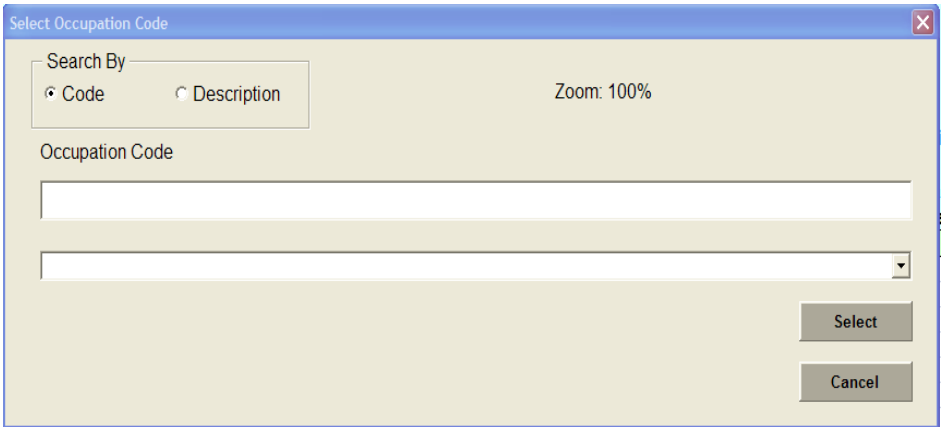
	A	B	C	D
1	Classification Codes	Classification Description	Occupation Codes	Occupation Descriptions
2			123456	Assistant Lab Technician
3				

select the cell for 'Occupation Code' and click the 'Search' button on the 'Audiogram Data Entry' tab.

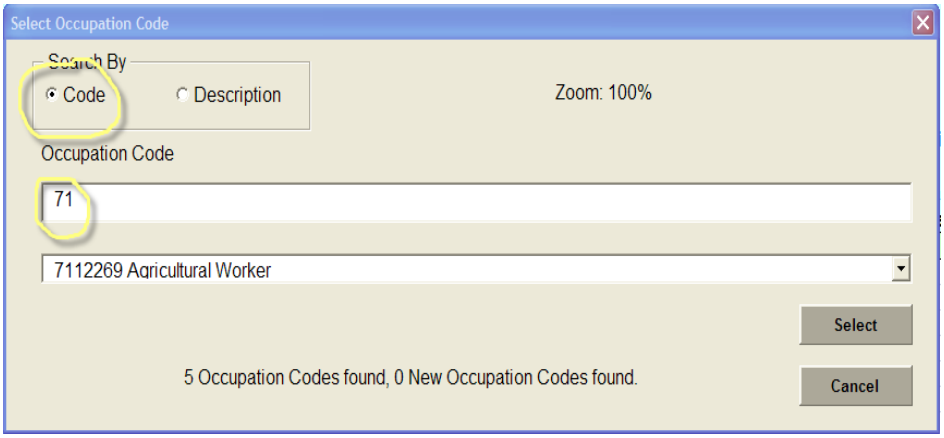




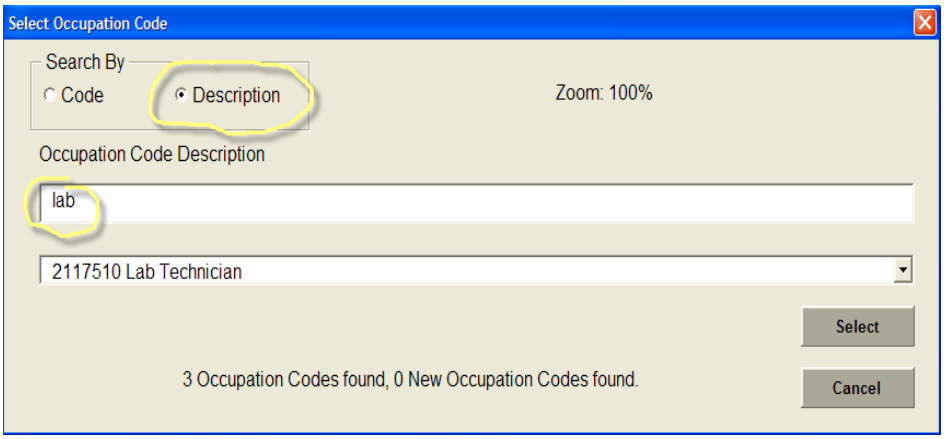
When the '*Select Occupation Code*' window comes up, the search by option defaults to the option selected the last time you have searched an occupation code.



Enter the occupation code you want to search. **The search narrows down the number of occupation codes**. In this example, all occupation codes starting with '71' are retrieved into the dropdown list. Thus '711' retrieves all the firm numbers starting with '711'.
You cannot type in a number with no matching occupation codes. For example, since no occupation code starts with '712' in the 'Occupation Codes' tab then you will not be able to type '2' after '71'.

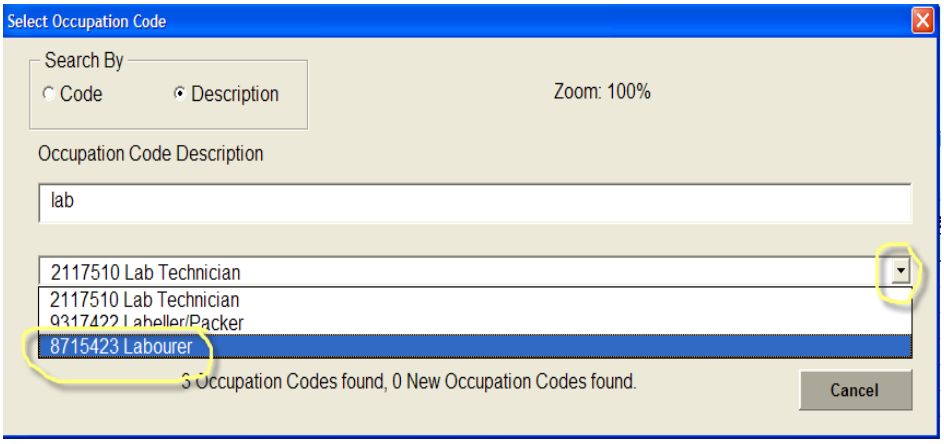


Search by description is the same, except now you are entering the description of the occupation code. The search description text field is not case sensitive.

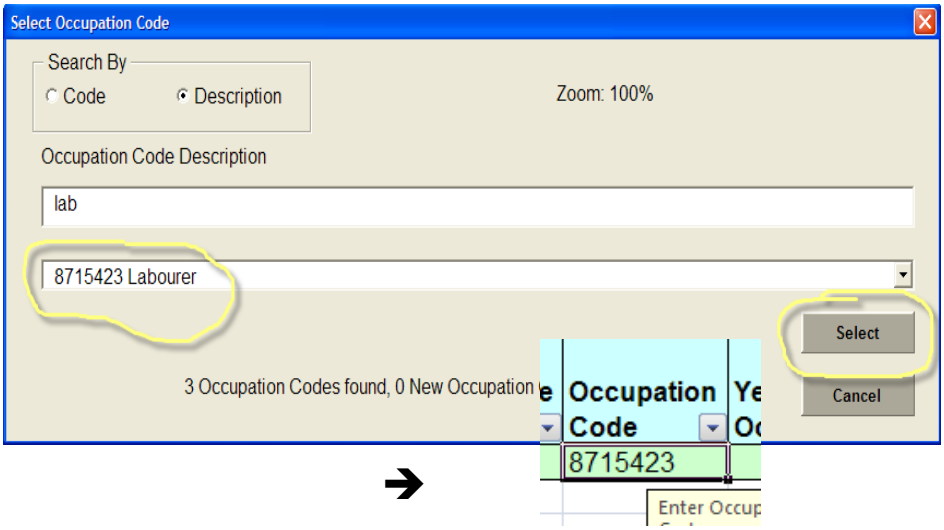


One may continue typing the rest of the description until the desired occupation code is found.

Or one can select the occupation code by clicking the occupation code in the dropdown list. Click on the dropdown button on the right hand side and click on the occupation code that you want to select.

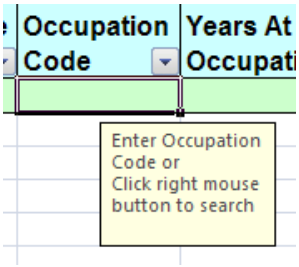


Once you have the selected occupation code displayed in the 'Select Occupation Code' window as shown in the screen shot below, you can click the 'Select' button and the 'Occupation Code' field will be automatically filled in for you.

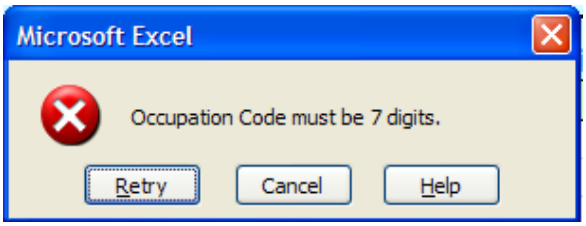


Entering 'Occupation Code' Field Directly

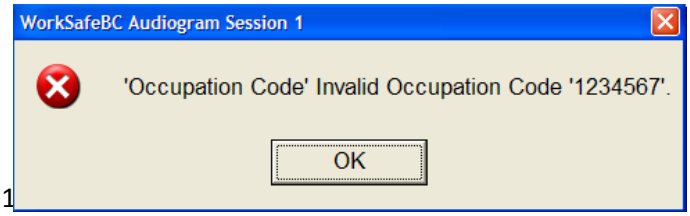
When you select the 'Occupation Code' field you should see the message box that reminds you that you can enter an occupation code directly or search for the occupation code.



You will see the following error message, if you entered an occupation code that contains non numeric characters or has more or less than 7 digits.

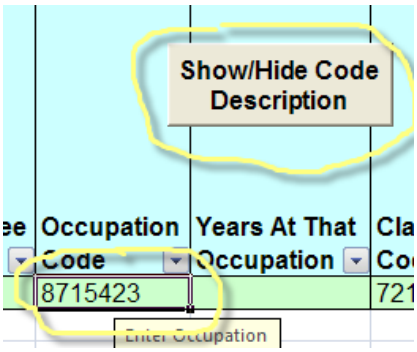


You will see the following error message, if you entered an occupation code that is not in the 'Occupation Codes' or 'New Codes' tabs.

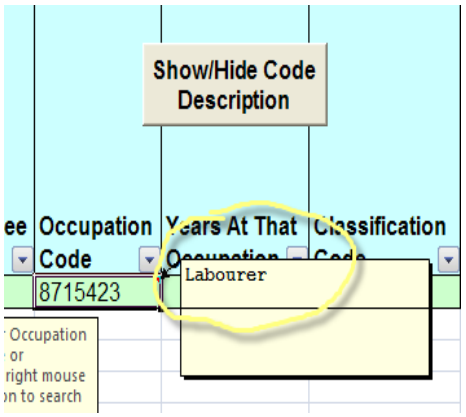


Displaying Occupation Code Description

You can display the description of an occupation code by selecting the occupation code and then click the 'Show/Hide Code Description' button.



Clicking the 'Show/Hide Code Description' button again will hide the occupation code description.



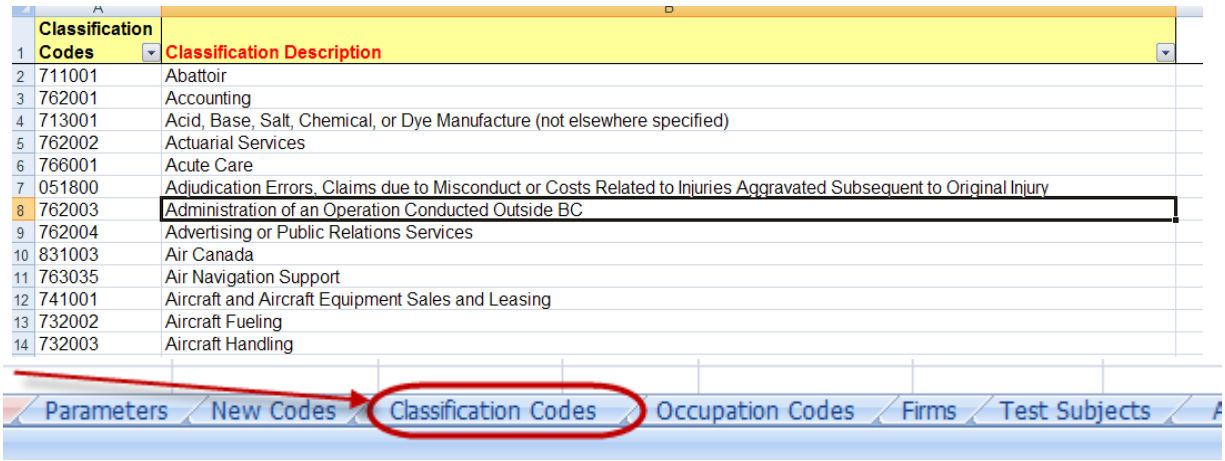
The 'Show/Hide Code Description' button will toggle between showing and hiding the occupation code description.

Entering Classification Code Field

You can either select the 'Classification Code' field from the 'Classification Codes' tab or enter the value directly.

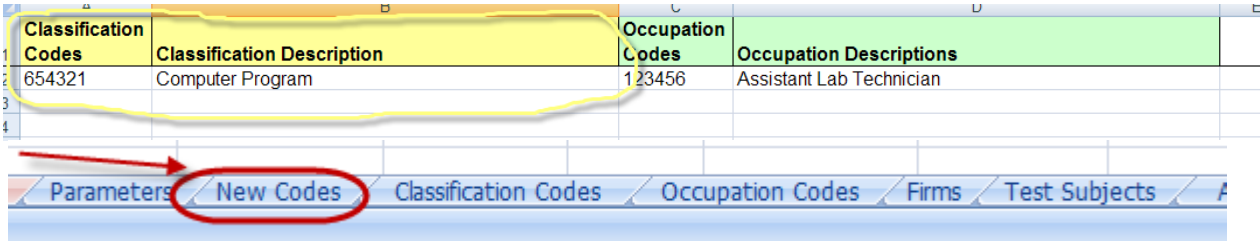
Selecting Classification Code from the 'Classification Codes' Tab

All the valid classification codes are stored in the 'Classification Codes' tab.



	Classification Codes	Classification Description
2	711001	Abattoir
3	762001	Accounting
4	713001	Acid, Base, Salt, Chemical, or Dye Manufacture (not elsewhere specified)
5	762002	Actuarial Services
6	766001	Acute Care
7	051800	Adjudication Errors, Claims due to Misconduct or Costs Related to Injuries Aggravated Subsequent to Original Injury
8	762003	Administration of an Operation Conducted Outside BC
9	762004	Advertising or Public Relations Services
10	831003	Air Canada
11	763035	Air Navigation Support
12	741001	Aircraft and Aircraft Equipment Sales and Leasing
13	732002	Aircraft Fueling
14	732003	Aircraft Handling

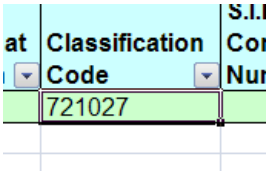
New classification codes that have not been updated to the 'Classification Codes' tab can be setup in the 'New Codes' tab.



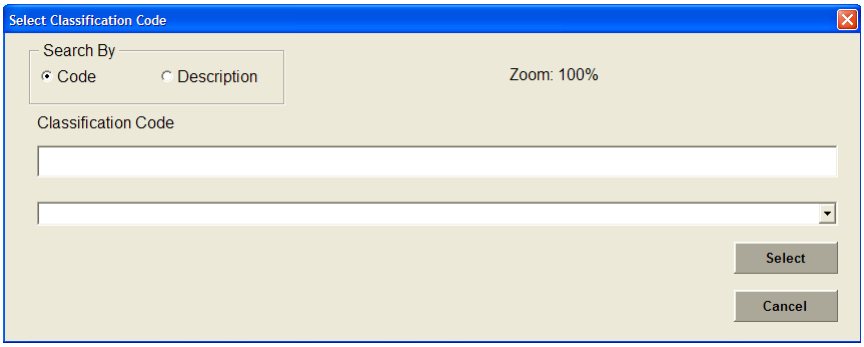
	Classification Codes	Classification Description	Occupation Codes	Occupation Descriptions
2	654321	Computer Program	123456	Assistant Lab Technician

If you have entered the classification code in the 'Firms' tab when you setup the firm that you have selected, the classification code should be automatically filled in for you when you selected the firm. However, you can always select a different classification code at anytime.

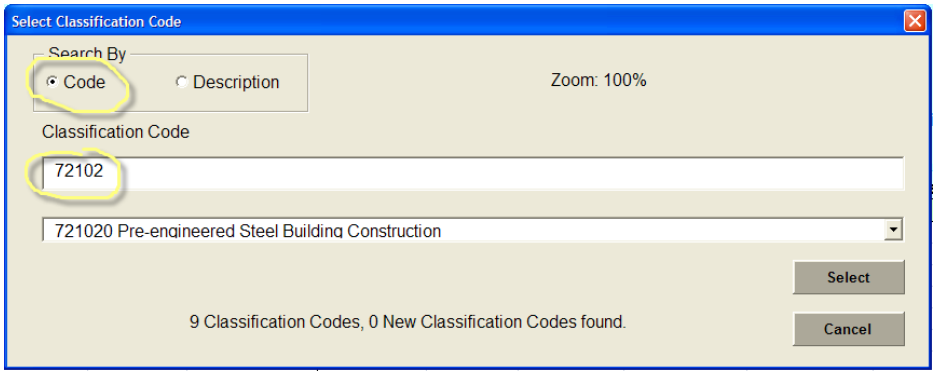
To select a classification code for a hearing test, select the cell for ‘Classification Code and click on the ‘Search’ button on the ‘Audiogram Data Entry’ tab.



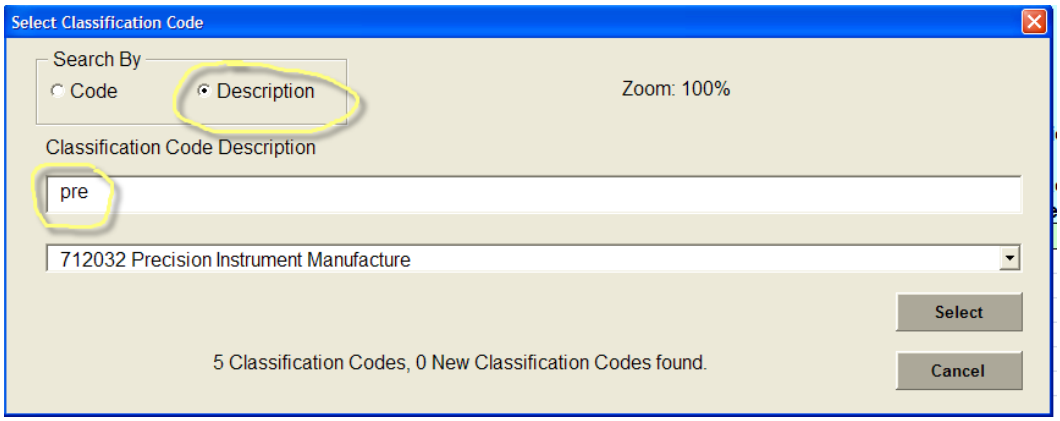
When the ‘Select Classification Code’ window comes up, the search by option will default to the option you have selected the last time you have search a classification code.



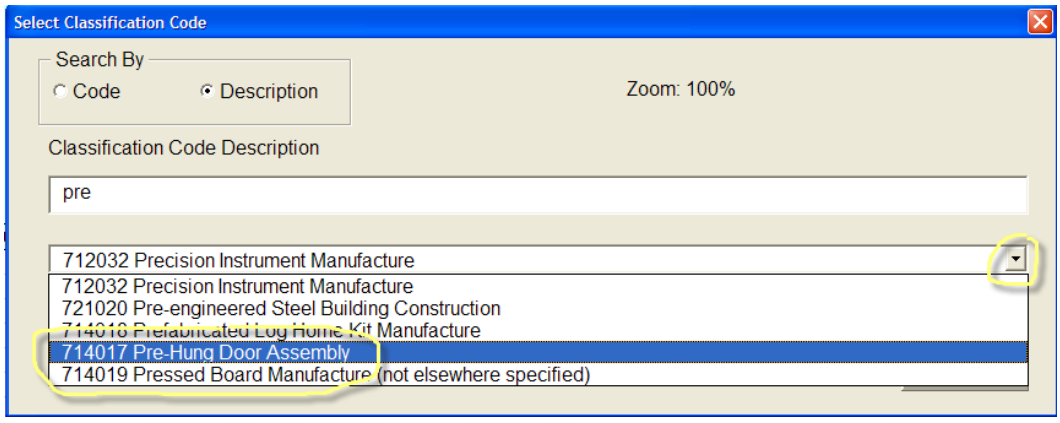
Enter the classification code you want to search. The search narrows down the list to match what is typed so far. In this example, all classification codes started with '72' will be retrieved into the dropdown list. If you type '72102' then it will retrieve all the classification codes start with '72102'. One cannot type in a next number that does not have any matching classification codes. For example, since there is no classification code starts with '72109' in the 'Classification Codes' tab then you will not be able to type '9' after the '7210'.



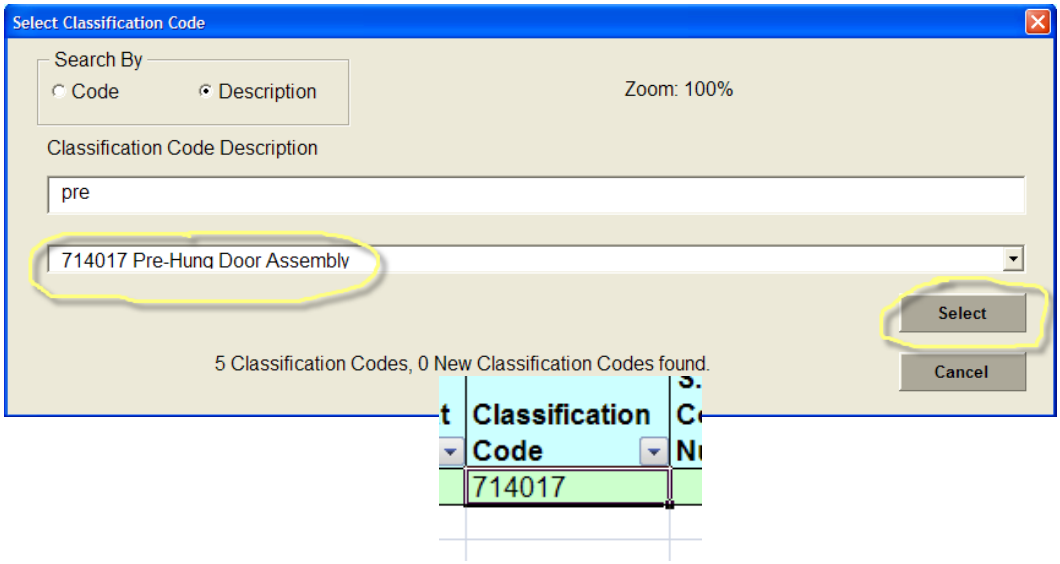
Search by description is the same, except now you are entering the description of the classification code. The search description text field is not case sensitive.



I can continue typing the rest of the description until I find the classification code I want or I can select the classification code by clicking the classification code in the dropdown list. Click on the dropdown button on the right hand side and click on the classification code that you want to select.

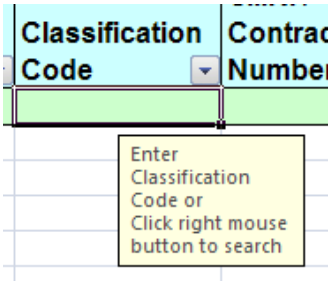


Once you have the selected classification code displayed in the dropdown box as seen in the screen shot below, you can click the 'Select' button and the 'Classification Code' field will be automatically filled in for you.

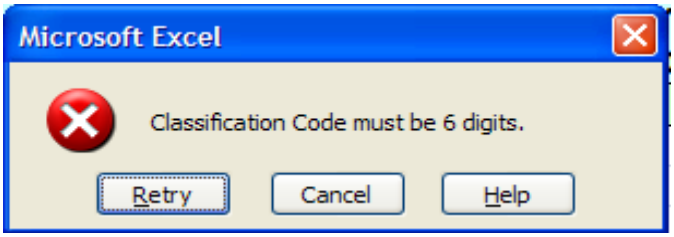


Entering 'Classification Code' Field Directly

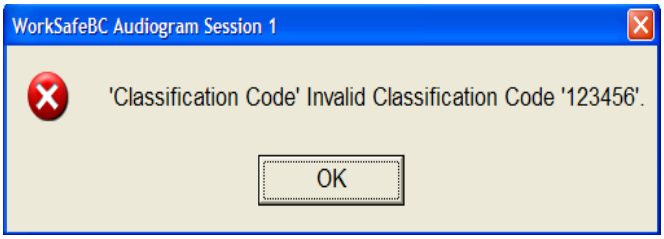
When you select the 'Classification Code' field you should see the message box that reminds you that you can enter a classification code directly or search for the classification code.



You will see the following error message, if you entered a classification code that contains non numeric characters or has more or less than 6 digits.

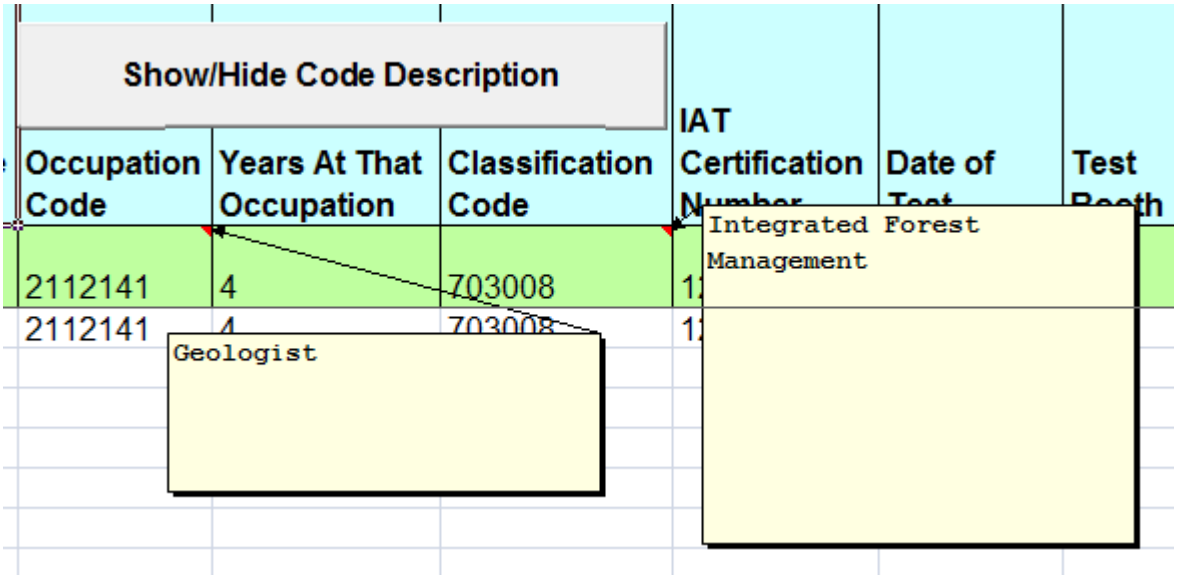


You will see the following error message, if you entered a classification code that is not in the 'Classification Codes' or 'New Codes' tabs.



Displaying Classification Code Description

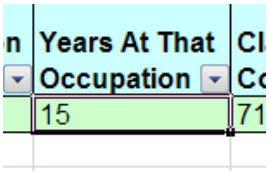
You can display the description of a Classification or Occupation code by selecting the classification code and then click the ‘Show/Hide Code Description’ button.



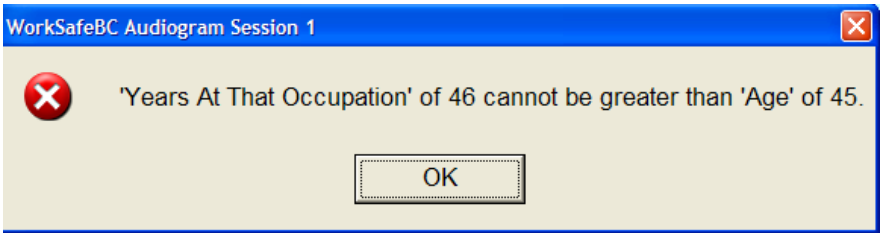
Click the ‘Show/Hide Code Description’ button again will hide the Classification or Occupation code description. The ‘Show/Hide Code Description’ button will toggle between showing and hiding the code description.

Entering 'Years at That Occupation' Field

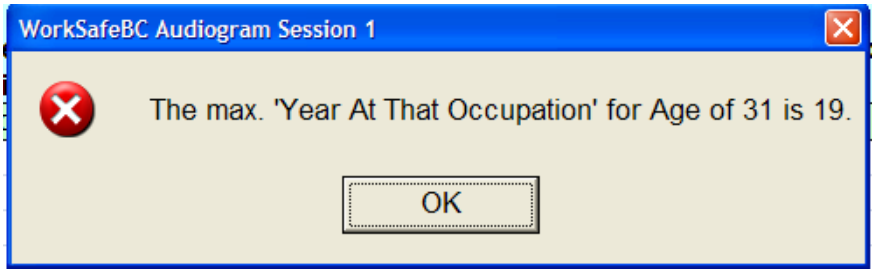
Enter the number of years the test subject has been in the occupation entered in the 'Occupation Code' field in the 'Years At That Occupation' field.



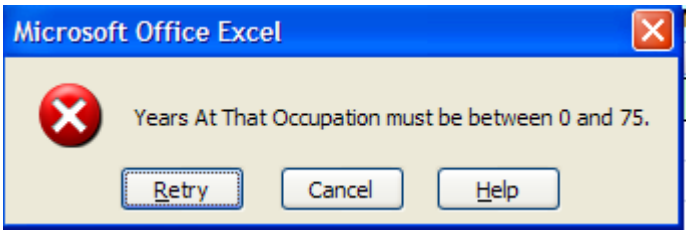
There is a validation that will not allow you to enter a number greater than the age of the test subject. For example, you will get the following error message if you enter 46 and the age of the test subject is only 45.



For example, you will get the following error message if you enter 29 and the age of the test subject is only 31, because the earliest age for a worker is 12. So the maximum years a worker can work at an occupation is his age minus 12 (31 – 12 = 19).

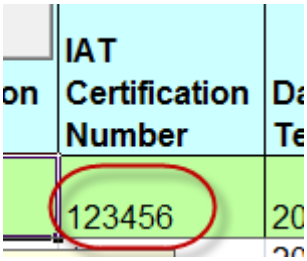


You will see the following error message if you enter a non numeric character or a number less than 0 or greater than 75 in this field.



Entering 'IAT Certification Number' Field

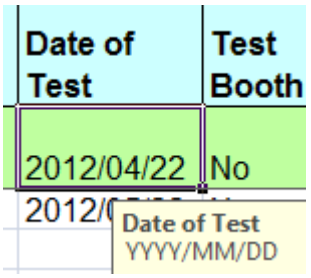
This field is where you enter the testing Industrial Audiometric Technician's current Certification.



The Industrial Audiometric Technician's number is 6-digits. You will see the usual edit messages if it is missing on invalid.

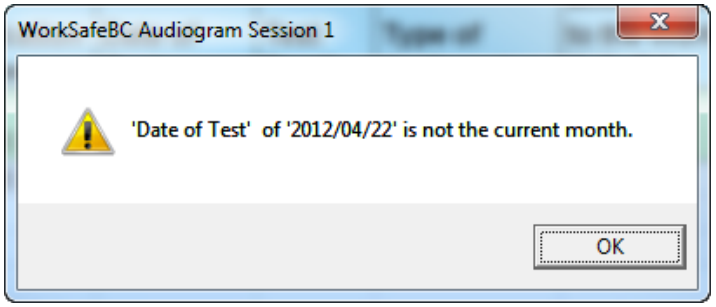
Entering a 'Date of Test' Field

When you select the 'Date of Test' field you should see the message box that reminds you the format of this field. See section 'Select 'Date of Test' From The Calendar Window' in Part 3 of the user manual for instructions on how to select a test date from the calendar window.



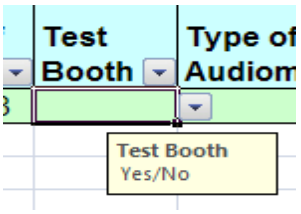
The usual date field edits are done.

You may also see the following *warning* message to remind you that you have entered a test date that is not the current month. This is done to double check the test date is entered correctly, because majority of the hearing tests are performed in the same month they are entered into the audiogram program. This is only a warning message and you may ignore it.

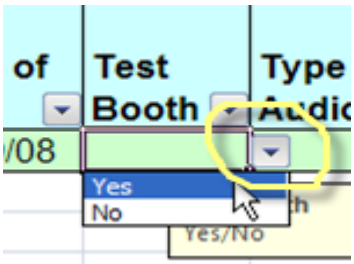


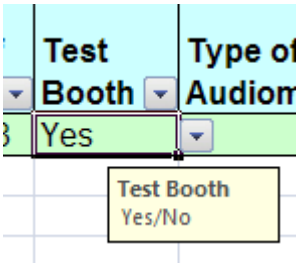
Entering 'Test Booth' Field

When you select the 'Test Booth' field you should see the message box that reminds you the valid values for this field.

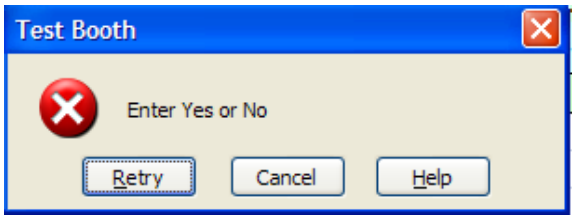


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



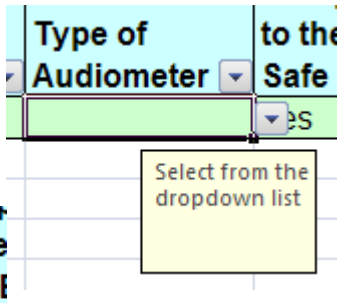


You will see the following error message if you enter a value other than 'Yes' or 'No'.

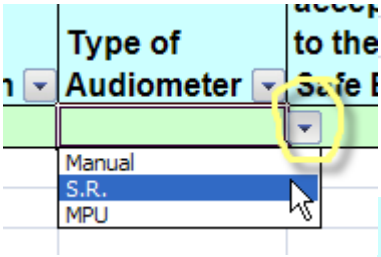


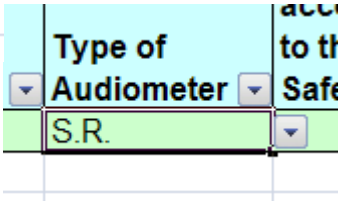
Entering 'Type of Audiometer' Field

When you select the 'Type of Audiometer' field you should see the message box that reminds you to select a valid value from the dropdown list.

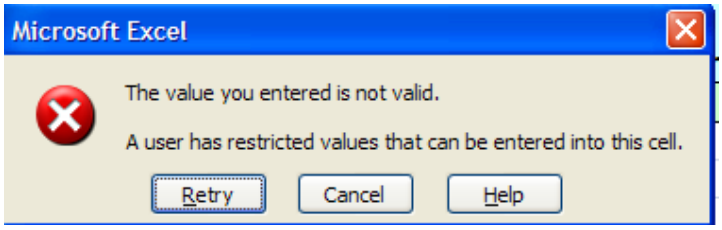


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



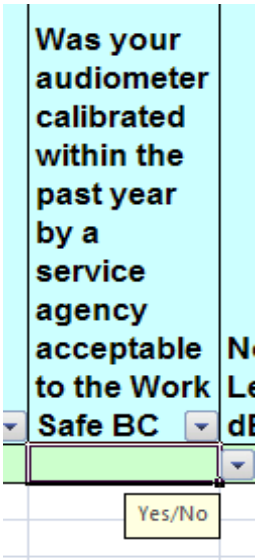


You will see the following error message if you enter a value other than 'Manual', 'S.R.' or 'MPU'.

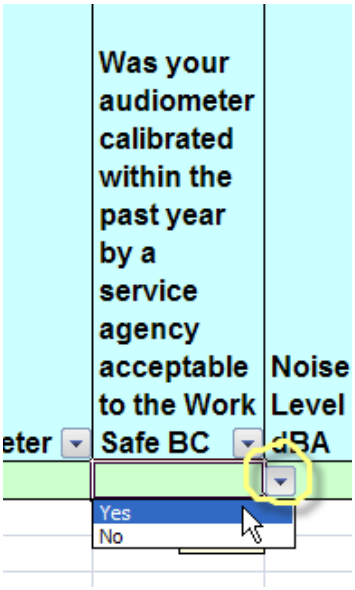

Microsoft Excel
The value you entered is not valid.
A user has restricted values that can be entered into this cell.
Retry
Cancel
Help

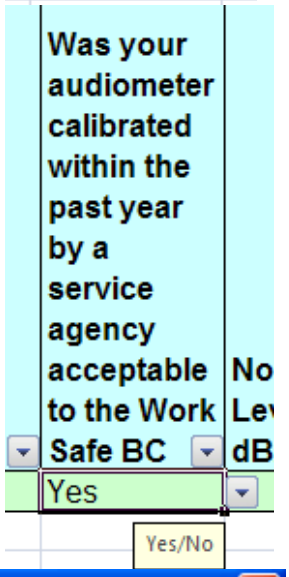
Entering 'Was your audiometer calibrated. . . .' Field

When you select the 'Was your audiometer calibrated . . .' field you should see the message box that reminds you the valid values for this field.

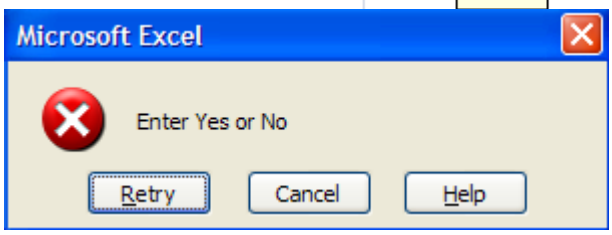


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.


Was your audiometer calibrated within the past year by a service agency acceptable to the Work Safe BC
Noise Level
Yes
No

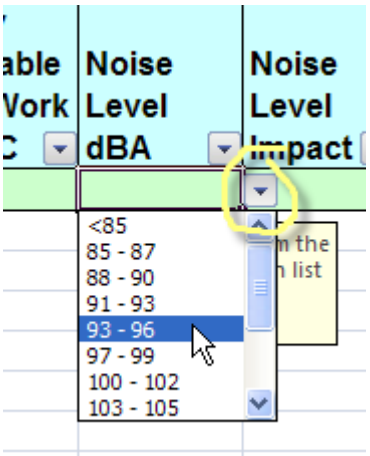


You will see the following error message if you enter a value other than 'Yes' or 'No'.

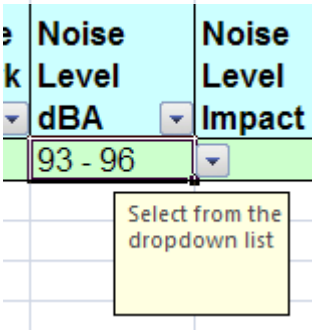


Entering 'Noise Level dBA' Field

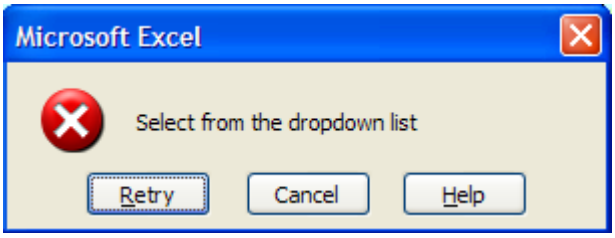
When you select the 'Noise Level dBA' field you should see the message box that reminds you to select a valid value from the dropdown list.



You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.

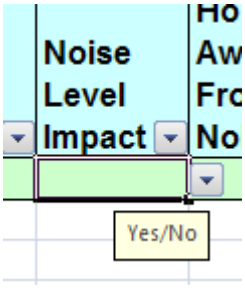


You will see the following error message if you enter an invalid value.

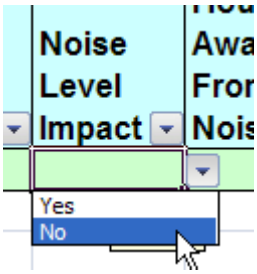


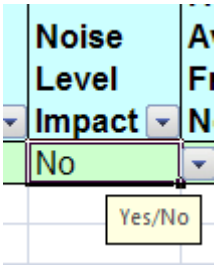
Entering 'Noise Level Impact' Field

When you select the 'Noise Level Impact' field you should see the message box that reminds you the valid values for this field.
The field is to indicate if the worker has been exposed to immediately damaging levels of sound: "Has worker been exposed to Impact noise (140 dBC or greater)?""

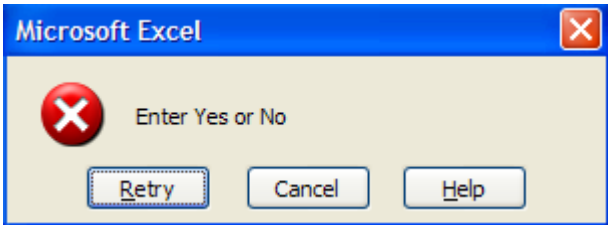


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



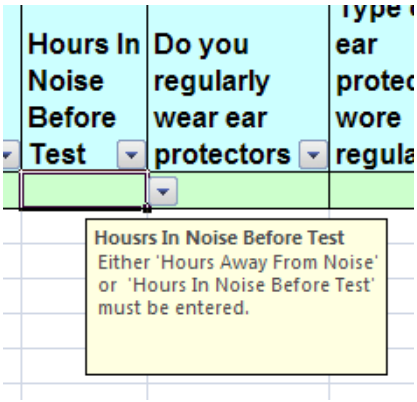


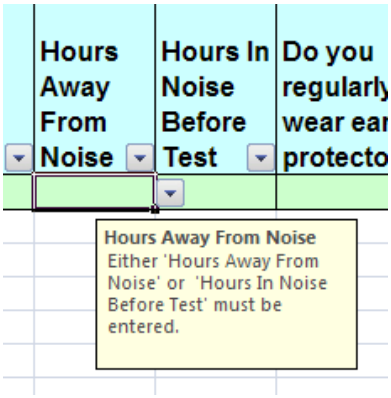
You will see the following error message if you enter an invalid value.



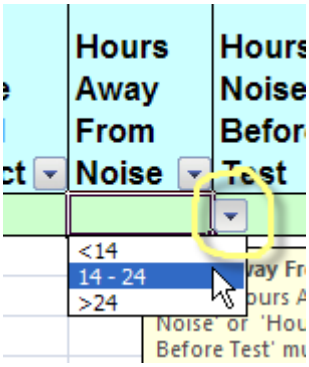
Entering 'Hours Away From Noise' or 'Hours In Noise Before Test' Field

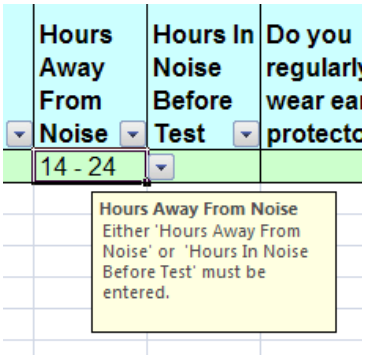
When you select the 'Hours Away From Noise' field you should see the message box that reminds you either the 'Hours Away From Noise' or 'Hours In Noise Before Test' field must be entered.


Hours In Noise Before Test
Do you regularly wear ear protectors
Housrs In Noise Before Test
Either 'Hours Away From Noise' or 'Hours In Noise Before Test' must be entered.

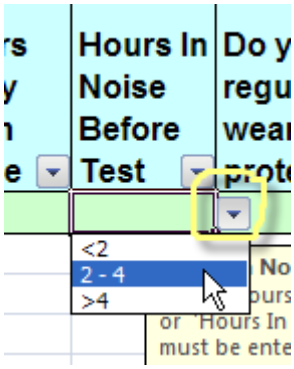

Hours Away From Noise
Hours In Noise Before Test
Do you regularly wear ear protecto
Hours Away From Noise
Either 'Hours Away From Noise' or 'Hours In Noise Before Test' must be entered.

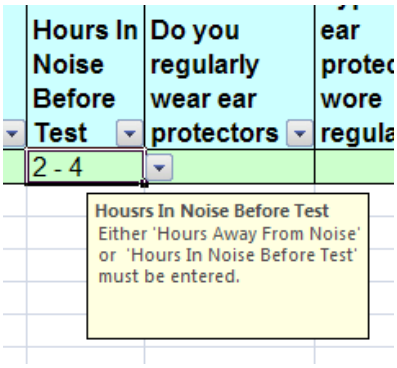
You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



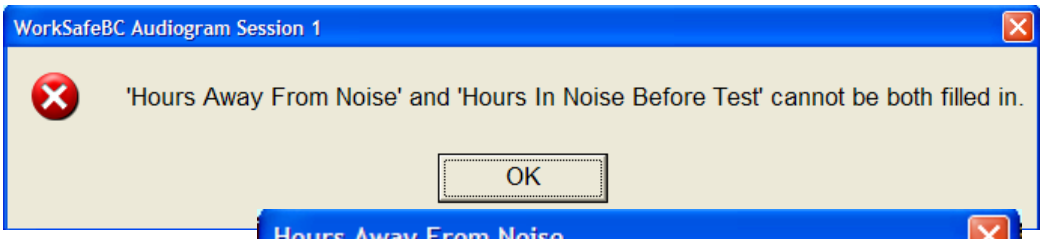

Hours Away From Noise
Hours In Noise Before Test
Do you regularly wear ear protecto
14 - 24
Hours Away From Noise
Either 'Hours Away From Noise' or 'Hours In Noise Before Test' must be entered.

Or ...

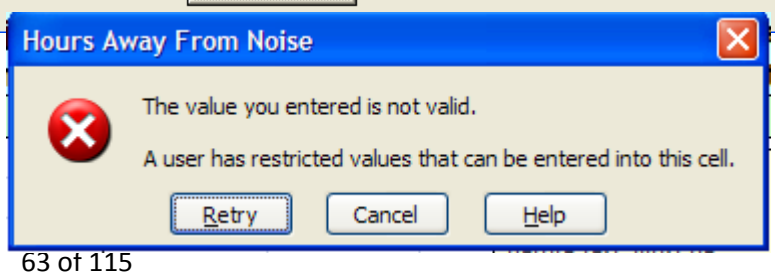



Hours In Noise Before Test
Do you regularly wear ear protectors
2 - 4
Housrs In Noise Before Test
Either 'Hours Away From Noise' or 'Hours In Noise Before Test' must be entered.

You will see this error message if you have selected a value in both the 'Hours Away From Noise' and 'Hours In Noise Before Test' fields.

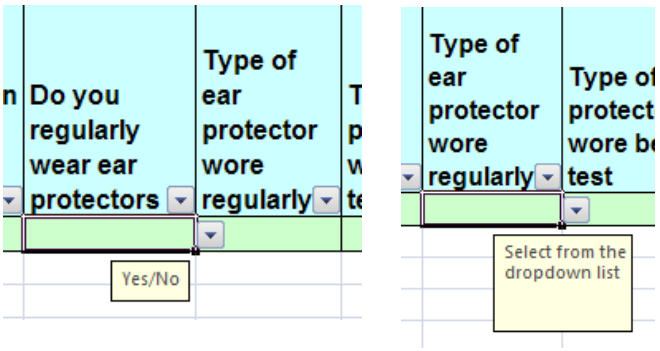


You will see the following error message if you enter a value that is not from the dropdown list in either field.

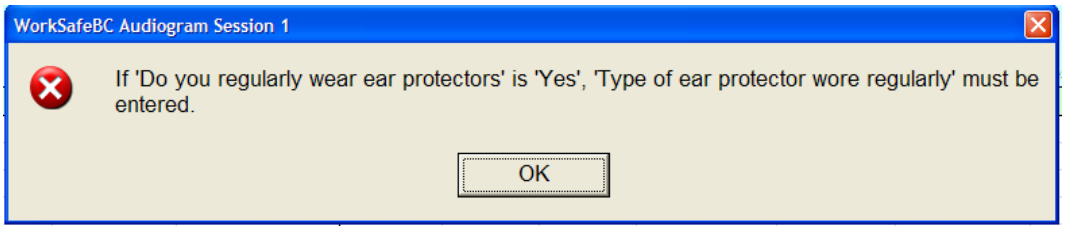

Hours Away From Noise
The value you entered is not valid.
A user has restricted values that can be entered into this cell.
Retry
Cancel
Help

Entering 'Do you regularly wear ear protectors' and 'Type of ear protector worn regularly' Fields

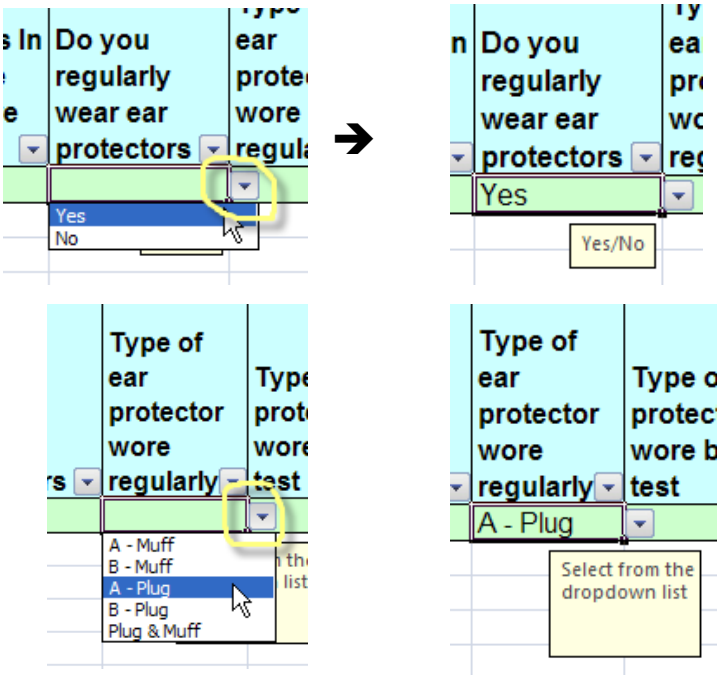
These two fields are related to each other. If you enter 'No' in the 'Do you regularly wear ear protectors' field, you will not be able to enter any value in the 'Type of ear protector worn regularly' field. The 'Type of ear protector worn regularly' field will be blanked out if you try to enter a value.


Do you regularly wear ear protectors
Type of ear protector wore regularly
Yes/No
Type of ear protector wore regularly
Select from the dropdown list

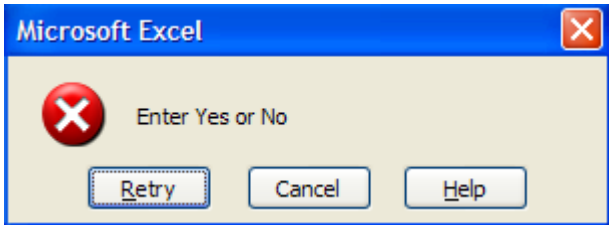
If you enter 'Yes' in the 'Do you regularly wear ear protectors' field, you will see the following error message if you don't enter a value in the 'Type of ear protector worn regularly' field.


WorkSafeBC Audiogram Session 1
If 'Do you regularly wear ear protectors' is 'Yes', 'Type of ear protector wore regularly' must be entered.
OK

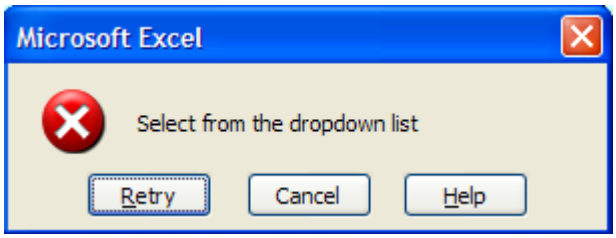
You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



You will see the following error message if you enter an invalid value in the 'Do you regularly wear ear protectors' field.

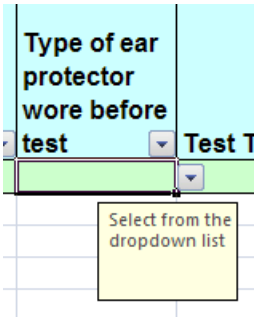


You will see the following error message if you enter an invalid value in the 'Type of ear protector worn regularly' field.

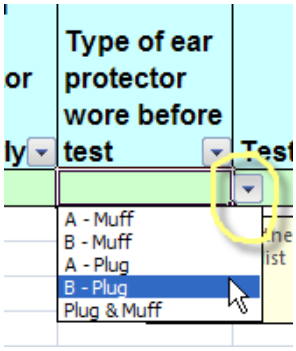


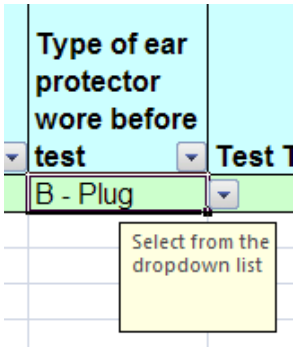
Entering 'Type of ear protector worn before test' Field

This field is related to the 'Hours In Noise Before Test' field. If the 'Hours In Noise Before Test' field is blank then you will not be able to enter any value into the 'Type of ear protector worn before test' field. The 'Type of ear protector worn before test' field will be blanked out if you try to enter a value. If the 'Hours In Noise Before Test' field is entered then the 'Type of ear protector worn before test' field can be entered or left blank.

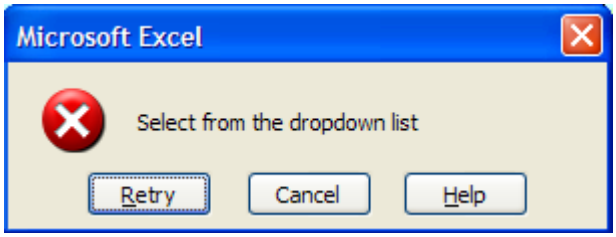


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



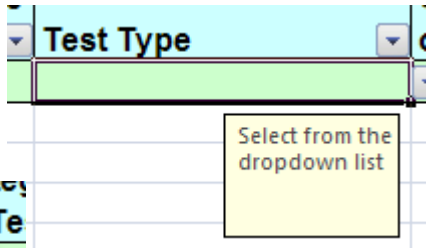


You will see the following error message if you enter an invalid value in the 'Type of ear protector worn before test' field.

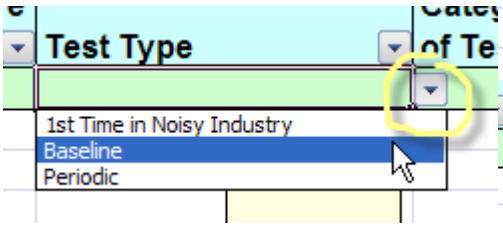


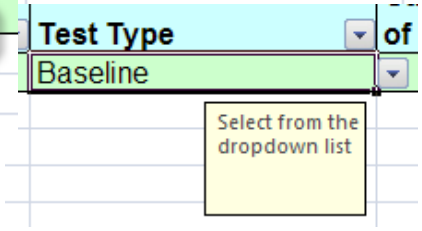
Entering the 'Test Type' Field

When you select the 'Test Type' field you should see the message box that reminds you all the valid values can be selected from the dropdown list.

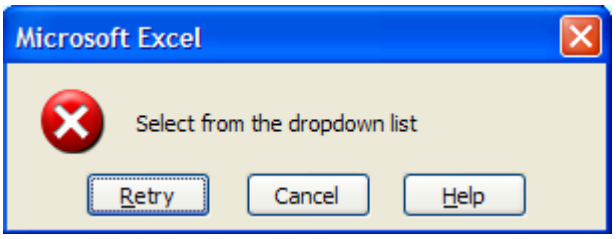


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



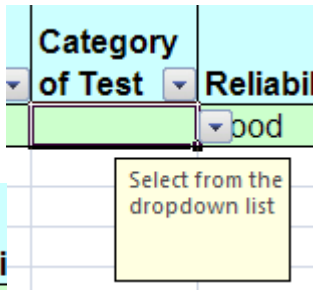


You will see the following error message if you enter an invalid value in the 'Test Type' field.

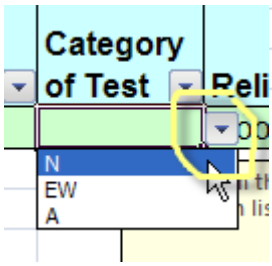


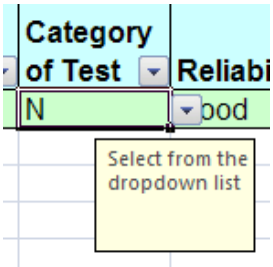
Entering the 'Category of Test' Field

When you select the 'Category of Test' field you should see the message box that reminds you all the valid values can be selected from the dropdown list.

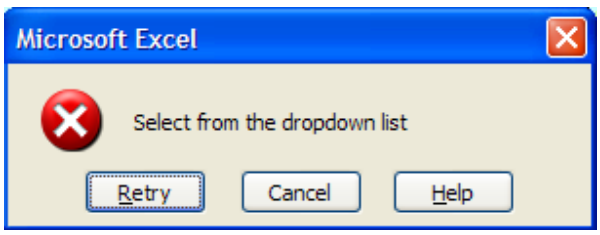


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



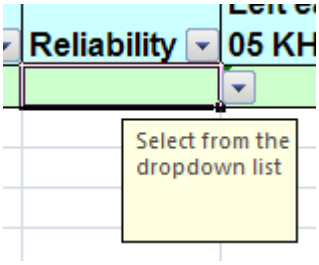


You will see the following error message if you enter an invalid value in the 'Category of Test' field.

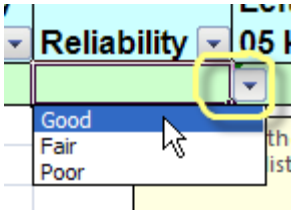


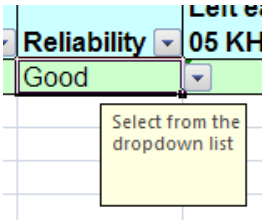
Entering 'Reliability' Field

When you select the 'Reliability' field you should see the message box that reminds you all the valid values can be selected from the dropdown list.

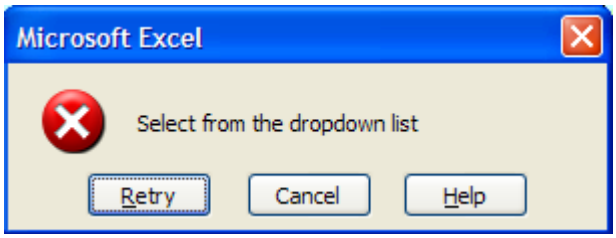


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.



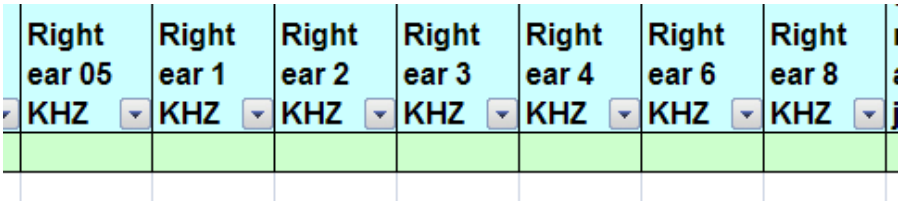


You will see the following error message if you enter an invalid value in the 'Reliability' field.



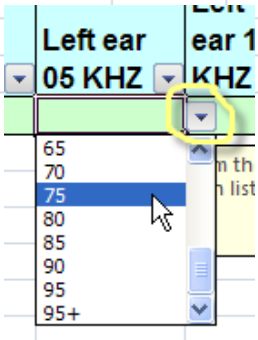
Entering Hearing Test Result Fields

When you select any one of the hearing test result fields you should see the message box that reminds you all the valid values can be selected from the dropdown list.



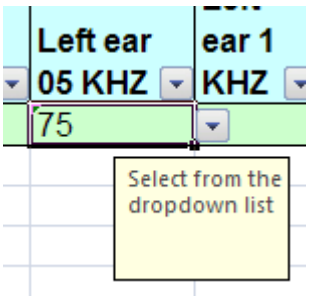
Left ear 05 KHZ
Left ear 1 KHZ
Left ear 2 KHZ
Left ear 3 KHZ
Left ear 4 KHZ
Left ear 6 KHZ
Left ear 8 KHZ
Select from the dropdown list

All the hearing test result fields for left and right ears have the same valid values in the dropdown list. We will use the 'Left ear 05 KHZ' field as an example.

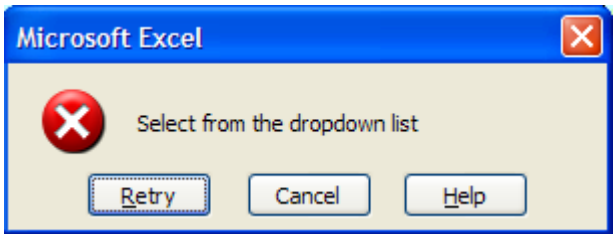


You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.

You may also type the numbers on the keyboard.



You will see the following error message if you enter an invalid value in the 'Left ear 05 KHZ' field.



Entering Optional Fields

The fields for 'Noise History', 'Medical History (Hearing)' and 'Medical History (Gen)' are optional. See section 'Entering Optional Fields In Data Entry Mode' later in this user manual for detail instruction on how to enter these fields.

Audiogram Process Reports

After you send the audiogram data files to WorkSafeBC, you will receive two types of audiogram process report in the email. The first type is for audiogram data files that contain hearing tests "with SIN" are processed, on a daily basis. The second type is sent whenever audiogram data files that contain hearing tests "without SIN" (SIN refusal) for construction firms is processed, once a month.

WorkSafeBC does not process hearing tests with no SIN for non construction firms.

Audiogram Reports for Audiograms - with *Social Insurance Number*

After WorkSafeBC has received the audiogram data file or files that you have sent. The files will be processed into our system once a work-day. Once the process is completed, you will receive an email with the report.

Here is a sample of the report for contractor number 66.

---------- WorkSafeBC Audiogram Version 1.0 Operations Log ----------

Application: Work Safe BC Audiogrm & Medical History

Merged to output filename: I:\IAS\pcaudiogrm.sdf

Run date: Wednesday, September 09, 2009 12:39:34 PM

Batches merged: 3

Tests merged: 18

Files merged: 3

Files merged from : I:\IAS\Audio File BACK-UPs\2009 Electronic Records\09-2009 (Sep)\Sept 9 2009\

66_Audiogram_form_1_2009-09-08_15.51.48.dat
66_Audiogram_form_1_2009-09-08_15.56.50.dat
66_Audiogram_form_1_2009-09-08_15.59.48.dat

---------- End Batch ----------

Batch Count	Firm Numbers	Firm Locations	Form Counts
1	178158	001	8
2	590376	001	9
3	590376	001	1

You should check the report for the followings:

1. It has all the audiogram data files that you have sent.

   66_Audiogram_form_1_2009-09-08_15.51.48.dat
   66_Audiogram_form_1_2009-09-08_15.56.50.dat
   66_Audiogram_form_1_2009-09-08_15.59.48.dat

In the example below, there are 9 tests for firm number 590376 and location 001 in one file and 1 test for the same firm number 590376 and same location 001 in another file. They are shown as two separate batches in the report.

Batch Count	Firm Numbers	Firm Locations	Form Counts
1	178158	001	8
2	590376	001	9
3	590376	001	1

It has the correct number of tests.

Tests merged: 18

You should contact WorkSafeBC if you find any discrepancies between the report and what you have sent in.

Audiogram Reports for Audiograms - Without Social Insurance Number for Construction Firms

After WorkSafeBC has received the SIN refusal audiogram data file or files that you have sent. The files are not being processed immediately into our system. All the SIN refusal audiogram data files are processed on the cutoff day of each month. The cutoff date is the third Wednesday of each month.

Once the process is completed, you will receive an email with the following report and an Excel workbook that contains more details of the payment.

Here is an example of the report for contractor number 66.

---------- WorkSafeBC Audiogram Version 1.0 Operations Log ----------
Application: Work Safe BC Audiogrm & Medical History
SIN refusal audiogram extract and merge to worksheet.
Run date: Wednesday, September 16, 2009 06:56:07 AM
Contractor : 66
Tests merged: 11
Files merged: 1
Files merged from : I:\IAS\Audio File BACK-UPs\2009 Electronic Records\09-2009 (Sep)\SIN Refusal Construction\

SIN_refusal_66_Audiogram_form_1_2009-09-04_17.05.12.dat
---------- End Batch ----------

66 SIN Refusal Audiogram_Repor...

You should check the report for the followings:

It has all the files that you have sent.

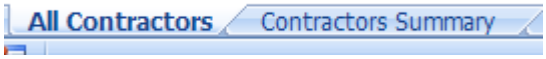
SIN_refusal_66_Audiogram_form_1_2009-09-04_17.05.12.dat

It has the correct number of tests.

Tests merged: 11

You should contact WorkSafeBC if you find any discrepancies between the report and what you have sent in.

The 'SIN Refusal Audiogram Report' Excel workbook attached to the email has an 'All Contractors' tab and a 'Contractors Summary' tab.



The 'All Contractors' tab contains all the hearing tests in the SIN refusal audiogram files that are being processed.

Run Date	Contractor No.	Firm Name	Firm No.	Firm Location	CU
Wednesday, September 16, 2009 06:56:02 AM	66	Fours Sons Electric	475444	001	721019
Wednesday, September 16, 2009 06:56:02 AM	66	Fred & Company Inc	483880	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Pacesetter Developments	641298	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Pacesetter Developments	641298	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Pacesetter Developments	641298	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Pacesetter Developments	641298	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Mibroc Developments	763563	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Mibroc Developments	763563	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	Adams General Contracting	453431	001	721027
Wednesday, September 16, 2009 06:56:02 AM	66	PCL Constructors Westcoast	650164	008	721028
Wednesday, September 16, 2009 06:56:02 AM	66	Surespan Construction	226444	001	722001

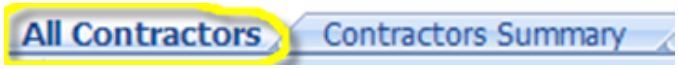
The report also shows the current price WorkSafeBC will pay for each hearing test, the new price and effective date of the new price if there is a change in the price.

Name	Test Date	Rate Ty	Price Per		New Price Per		New Rate Eff.
Doesburg,Danny	2009/07	ne					
Bergsma,Fred	2009/04	new					
Hadikin,D	2009/04	new					
Peterson,B	2009/04	new					
Pierrot,A	2009/04	new					
Schmaler,Andreas	2009/04	new					
Simms,J	2009/04	new					
Sudyko,S	2009/04	new					
Boonstoppel,Cylie	2009/07	new					
Steinke,D	2009/01	new					
Ford,M	2009/06	new					

In this example, the current unit price is $28.00, the new unit price is $35.00 and the new price will be applied to any hearing tests with a test date on or after 2009/01. The 'Rate Type' column shows what price each test is paid.

H	I	J	K	L	M	N	O
Test Date	Rate Type	Price Per Form	$ 28.00	New Price Per Form	$35.00	New Rate Eff. Date	2009/01
2009/07	new						
2009/04	new						
2009/04	new						

The 'Contractors Summary' tab contains a summary of each classification code and the total payment amount.



You should check the total number of hearing tests and the total payment amount is correct. You should contact WorkSafeBC if you find any discrepancies between the report and what you have sent in.

From Wednesday, September 16, 2009 06:56:02 AM To 2256/02/14				
Contractor No.	CUCODE	Forms	Unit Price	Amount - Total
66	721019	1	$35.00	$35.00
66	721027	8	$35.00	$280.00
66	721028	1	$35.00	$35.00
66	722001	1	$35.00	$35.00
66		11		$385.00

Summary

You should receive an email report when you send in audiogram data file that contains hearing tests with SIN or hearing tests for SIN refusal.

Audiogram data files contain hearing tests with SIN are processed immediately and the process reports sent in the email.

Audiogram data files contain hearing tests for construction firm with SIN refusal are not processed immediately. All these type of audiogram data files received on or before the payment cutoff day, are processed on the payment cutoff day of each month. The process reports are sent in the email after the files for each audio lab are processed.

The payment cutoff date for each month is the third Wednesday of that month.

The purpose of the reports is for you to reconcile the hearing tests that you have sent to WorkSafeBC and what WorkSafeBC has received and processed. Any discrepancies should be resolved with WorkSafeBC.

Work Safe BC Audiogram Error Report

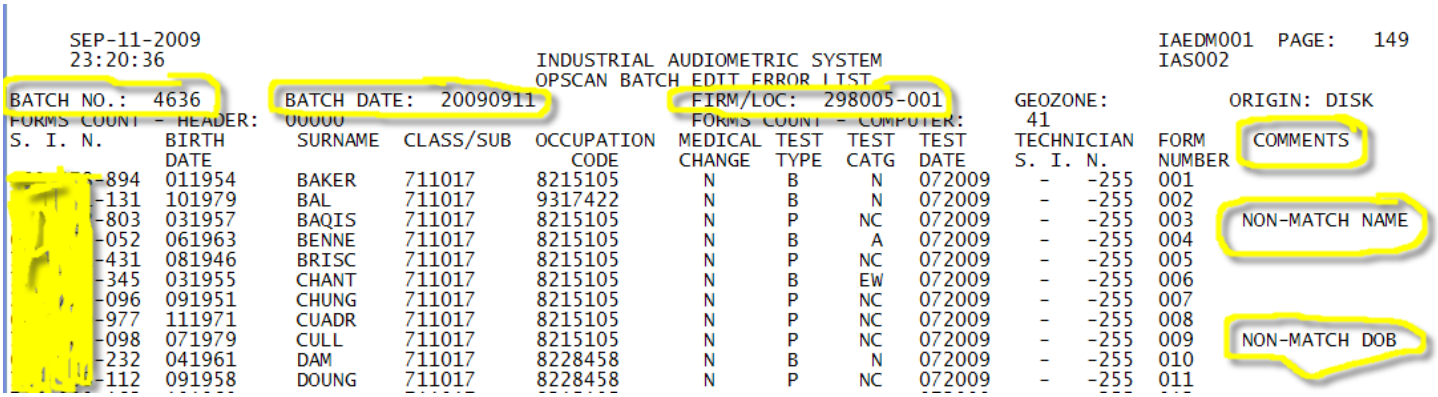
Each hearing test with SIN in the audiogram data files that you have sent in is validated against the information we have stored in our system. An example of the validation would be the SIN in the hearing test must match with the SIN we have stored in our system for an existing worker.

An error report is generated to show any errors for each batch of hearing test (hearing tests for the same firm number and firm location in an audiogram data file) being processed. WorkSafeBC will send a copy of this error report to you so you can take the appropriate corrections.

Hearing tests for construction firms SIN refusal are not validated against information in the WorkSafeBC system. We only store audiogram information for hearing tests with SIN.

How To Read The Error Report

Here is a sample of the error report with the SIN masked for privacy.



```
SEP-11-2009                                                                    IAEDM001  PAGE:   149
23:20:36                    INDUSTRIAL AUDIOMETRIC SYSTEM                      IAS002
                            OPSCAN BATCH EDIT ERROR LIST
BATCH NO.:  4636     BATCH DATE:  20090911      FIRM/LOC:  298005-001   GEOZONE:        ORIGIN: DISK
FORMS COUNT - HEADER:  00000                    FORMS COUNT - COMPUTER:    41
S. I. N.      BIRTH      SURNAME   CLASS/SUB  OCCUPATION  MEDICAL TEST  TEST  TEST     TECHNICIAN  FORM     COMMENTS
              DATE                             CODE       CHANGE  TYPE  CATG  DATE     S. I. N.    NUMBER
[redacted]-894  011954   BAKER     711017     8215105       N       B     N   072009     -   -255  001
[redacted]-131  101979   BAL       711017     9317422       N       B     N   072009     -   -255  002
[redacted]-803  031957   BAQIS     711017     8215105       N       P     NC  072009     -   -255  003      NON-MATCH NAME
[redacted]-052  061963   BENNE     711017     8215105       N       B     A   072009     -   -255  004
[redacted]-431  081946   BRISC     711017     8215105       N       P     NC  072009     -   -255  005
[redacted]-345  031955   CHANT     711017     8215105       N       B     EW  072009     -   -255  006
[redacted]-096  091951   CHUNG     711017     8215105       N       P     NC  072009     -   -255  007
[redacted]-977  111971   CUADR     711017     8215105       N       P     NC  072009     -   -255  008
[redacted]-098  071979   CULL      711017     8215105       N       P     NC  072009     -   -255  009      NON-MATCH DOB
[redacted]-232  041961   DAM       711017     8228458       N       B     N   072009     -   -255  010
[redacted]-112  091958   DOUNG     711017     8228458       N       P     NC  072009     -   -255  011
```

The 'BATCH NO' is a sequence number assigned to each batch of hearing tests that is processed by WorkSafeBC. When you call up WorkSafeBC to clarify a test in this report, you will be asked for this number so we can find the hearing test in our system.

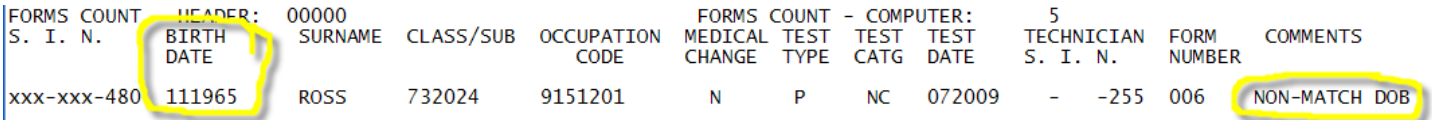
The 'BATCH DATE' shows the date this batch is processed in our system. This date might not be the date you send these tests to WorkSafeBC, because they could be processed the next day. But usually this date should be one or two days after you have sent the tests.

The 'FIRM/LOC' shows the firm number and location number of the batch.

The 'COMMENTS' column shows the error message for each test.

Common Errors

NON-MATCH DOB - Non Match Date of Birth



```
FORMS COUNT - HEADER:  00000                    FORMS COUNT - COMPUTER:     5
S. I. N.      BIRTH      SURNAME   CLASS/SUB  OCCUPATION  MEDICAL TEST  TEST  TEST     TECHNICIAN  FORM     COMMENTS
              DATE                             CODE       CHANGE  TYPE  CATG  DATE     S. I. N.    NUMBER
xxx-xxx-480   111965     ROSS      732024     9151201       N       P     NC  072009     -   -255  006      NON-MATCH DOB
```

The birth date sent in is 11/1965 but WorkSafeBC record shows it as 11/1985.

We will correct the birth date in the hearing test for this type of error and you don't have to resend the corrected hearing test again.

However, if you know the birth date 11/1965 you sent is correct, you should call WorkSafeBC to correct the birth date in the WorkSafeBC record. If your record of 11/1965 is incorrect, you should correct the birth date for this worker in the 'Test Subjects' tab of the audiogram program. But you don't need to send in the corrected test again.

NON-MATCH NAME

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-803	031957	BAQIS	711017	8215105	N	P	NC	072009	- -255	003	NON-MATCH NAME

The 1st five characters of last name sent in are 'BAQIS' but our record shown it as 'SHEER'.

We will correct the 1st five characters of last name in the hearing test for this type of error and you don't have to resend the corrected hearing test again.

However, if you know the 1st five characters of last name you sent is correct, you should call WorkSafeBC to correct the 1st five characters of last name in the WorkSafeBC record. If your record of the last name is incorrect, you should correct the last name for this worker in the 'Test Subjects' tab of the audiogram program. But you don't need to send in the corrected test again.

INVALID TECH S.I.N. – Invalid Contractor Number or Technician SIN

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-886	041952	MAIO	731004	9313908	N	B	A	062009	- - 25	005	INVALID TECH S.I.N.

The contractor number or technician SIN is you sent is not found in WorkSafeBC record. In this example the contractor number should be 255 instead of 25.

We will correct the contractor number in the hearing test for this type of error if we know what the correct contractor number should be and you don't have to resend the corrected hearing test again.

INVALID CLS/SUB/INDY – Invalid Classification for the Firm and Location

OPSCAN BATCH EDIT ERROR LIST

BATCH NO.: 4672 BATCH DATE: 20090911 FIRM/LOC: 828138-001 GEOZONE: ORIGIN: DISK
FORMS COUNT - HEADER: 00000 FORMS COUNT - COMPUTED: 1

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-176	041972	WEISH	721027	8781121	N	B	EW	072009	- -255	001	INVALID CLS/SUB/INDY

The classification code is not valid for the firm number and firm location. In this example the classification code 721027 has been changed to 721024 for firm number 828138 and location number 001.

We will correct the classification code in the hearing test for this type of error and you don't have to resend the corrected hearing test again. But you should update your record with the updated classification code we send back to you.

INVALID LOCATION

OPSCAN BATCH EDIT ERROR LIST

BATCH NO.: 4854 BATCH DATE: 20090917 FIRM/LOC: 200375-002 GEOZONE: ORIGIN: DISK
FORMS COUNT - HEADER: 00000 FORMS COUNT - COMPUTER: 1

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-541	071983	HAMIL	841110	9173276	N	B	N	022009	- - 66	001	INVALID LOCATION #

The location number is not valid for the firm number or the firm number is not valid. In this example the firm number 200375 does not exist in the WorkSafeBC system.

You should call WorkSafeBC if you don't know which firm number you should using the firm that you have tested. You need to resend the corrected tests again.

DUP AUDIOGRM-TEST DATE

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-541	071983	HAMIL	841110	9173276	N	B	N	022009	- - 66	001	DUP AUDIOGRM-TEST DATE

Duplicate audiogram error. This hearing test has already been sent in before and has been processed by WorkSafeBC. The main cause of the duplicate errors is those previously sent hearing tests with other types of errors have been corrected by WorkSafeBC and were processed into our system. The audio lab also made the corrections and resent the corrected hearing tests again to WorkSafeBC.

DUP EMP REC-TEST DATE

S. I. N.	BIRTH DATE	SURNAME	CLASS/SUB	OCCUPATION CODE	MEDICAL CHANGE	TEST TYPE	TEST CATG	TEST DATE	TECHNICIAN S. I. N.	FORM NUMBER	COMMENTS
xxx-xxx-541	071983	HAMIL	841110	9173276	N	B	N	022009	- - 66	001	DUP AUDIOGRM-TEST DATE DUP EMP REC-TEST DATE

Duplicate audiogram error. This error message always goes with the previous duplicate error. This hearing test has already been sent in before and has been processed by WorkSafeBC. The main cause of the duplicate errors is those previously sent hearing tests with other types of errors have been corrected by WorkSafeBC and were processed into our system. The audio lab also made the corrections and resent the corrected hearing tests again to WorkSafeBC.

Summary

Since the electronic audiogram program has replaced the paper audiogram form, if there are errors in the tests that you sent, WorkSafeBC will send a copy of the error report to you.

Hearing tests with error will have an error message in the 'COMMENTS' column of the error report indicating the type of error.

Hearing tests that need to be resend will be specified in the copy of error report that is sent to you. The instruction will be written on the report.

Don't resend any hearing tests with error that have no specific instruction to resend written on the error report.

If in doubt please call WorkSafeBC to clarify.

Lynne Doi 604-233-4060
Penny Albers 604-279-8172

Modifying Generated Hearing Tests

From time to time, it is necessary to make corrections to hearing tests that do not pass the validations in the WorkSafeBC system. Some of the validation errors are the birth date or last name do not match the value in our record. See section 'Work Safe BC Audiogram Error Report' in Part 1 of the user manual for some of the common errors.

Follow these steps to modify hearing tests that have been generated and moved to the 'Audiogram Data Archive' tab.

First you need to move the hearing tests from the 'Audiogram Data Archive' tab to the 'Audiogram Data Entry' tab. See section 'Restoring Archived Hearing Tests' in Part 3 of the user manual for detail instructions.

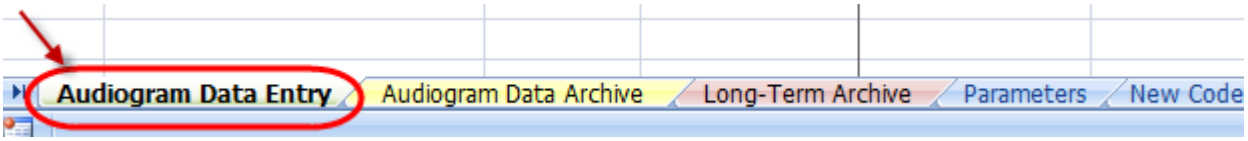
Once the hearing tests are moved back into the 'Audiogram Data Entry' tab then you can make the necessary changes to the hearing tests. See section 'Modify A Saved Hearing Test' in Part 1 of the user manual for detail instructions.

After you have made all the corrections to the hearing tests, you can generate a new audiogram data file containing the corrected hearing tests. See section 'Generate Audiogram Data File' in Part 1 of the user manual for detail instructions.

Finally, you can send the generated audiogram data file to WorkSafeBC. See section 'Send Audiogram Data File To WorkSafeBC' in Part 1 of the user manual for detail instructions.

Resending Generated Hearing Tests

Sometime it is necessary to resend some hearing tests without making any changes. One such example is when you send in a group of SIN refusal hearing tests for construction firms and later received the SIN for one of the SIN refusal hearing tests. In this situation, you have to generate a new SIN refusal audiogram data file to exclude one of the hearing tests that now has a SIN.

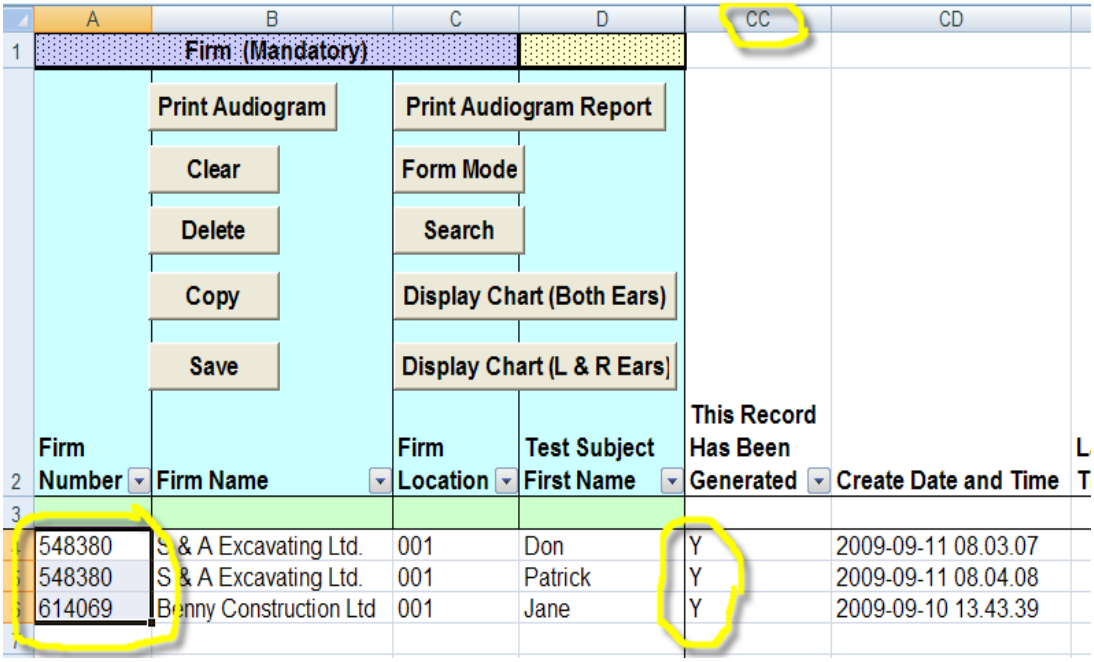


Follow these steps to generate a new audiogram data file for hearing tests that have already been generated.

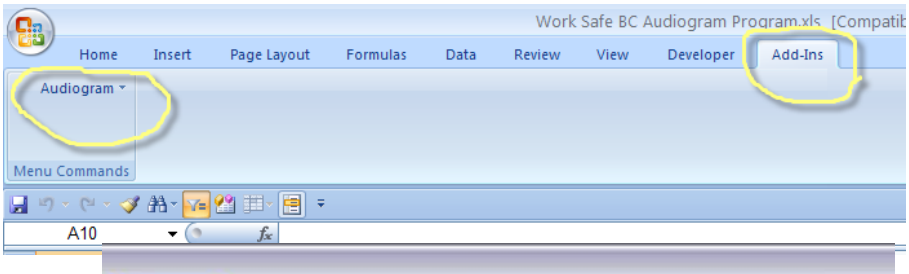
First you need to move the hearing tests from the 'Audiogram Data Archive' tab to the 'Audiogram Data Entry' tab. See section 'Restoring Archived Hearing Tests' in the user manual for detail instructions.

Once the hearing tests are moved back into the 'Audiogram Data Entry' tab, you must reset the 'Y' in the 'This Record Has Been Generated' field to blank.

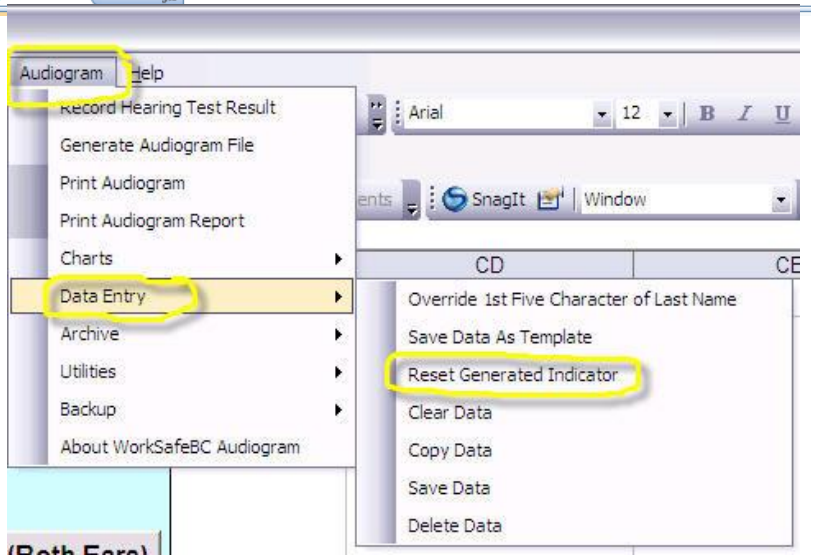
Select the rows you want to reset the generated indicator by selecting the 'Firm Number' column of the target rows.

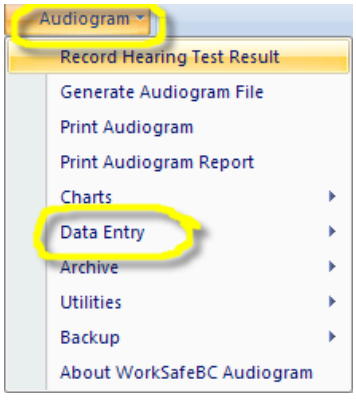


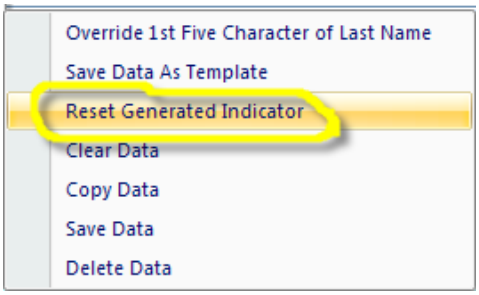
Click the ‘Add-Ins’ menu tab at the top of the Excel window and you should see the ‘Audiogram’ menu.



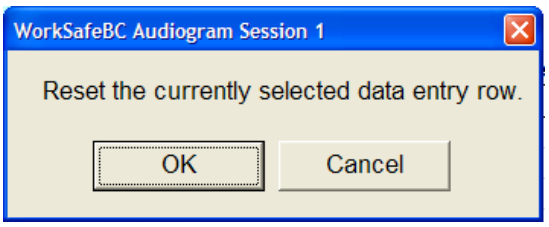
Click the ‘Audiogram’ menu item and select the ‘Data Entry’ sub menu and click the ‘Reset Generated Indicator’ option from the following dropdown list.



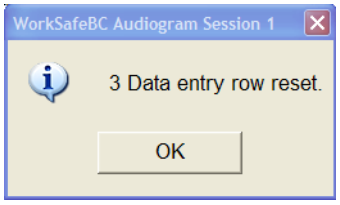




The following message box will be displayed, click the ‘OK’ button to continue or the ‘Cancel’ button to abort the reset process.



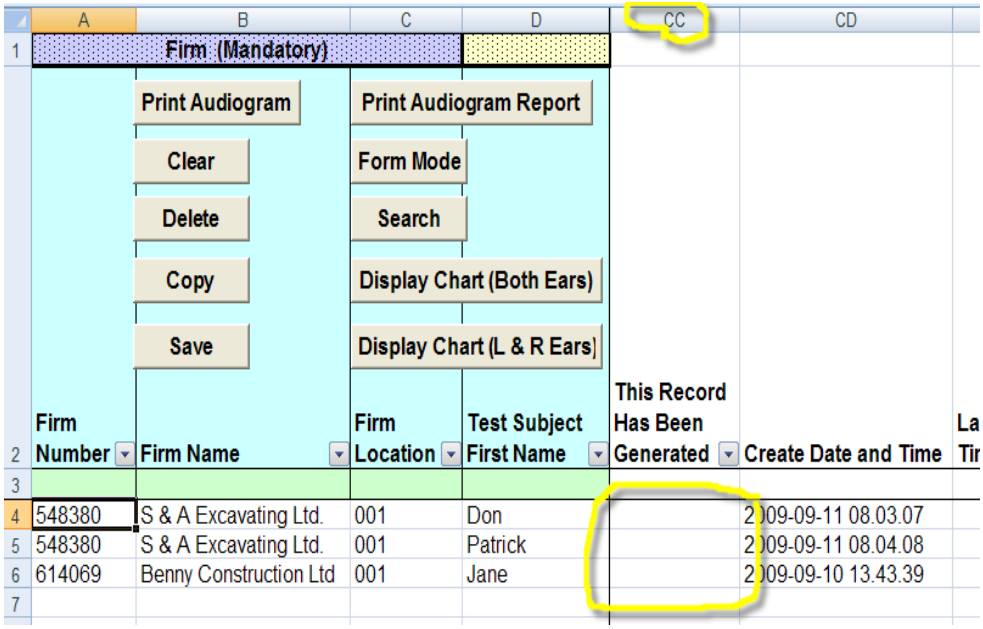
The following message confirms the number of rows that are reset. Click the ‘OK’ button to close the message box.



Now you should see the 'This Record Has Been Generated' fields for the selected rows have been reset to blank.

Now you can generate a new audiogram data file containing the hearing tests you have moved back to the 'Audiogram Data Entry' tab. See the section 'Generate Audiogram Data File' in Part 1 of the user manual for detailed instructions.

Finally, you can send the generated audiogram data file to WorkSafeBC. See the section 'Send Audiogram Data File To WorkSafeBC' in Part 1 of the user manual for detail instructions.



Summary

To resend generated hearing tests, you must move the hearing tests from the 'Audiogram Data Archive' tab back to the 'Audiogram Data Entry' tab and reset the 'This Record Has Been Generated' fields from 'Y' to blanks.

Once the 'This Record Has Been Generated' fields are reset to blanks, you can generate and send the audiogram data file to WorkSafeBC again.

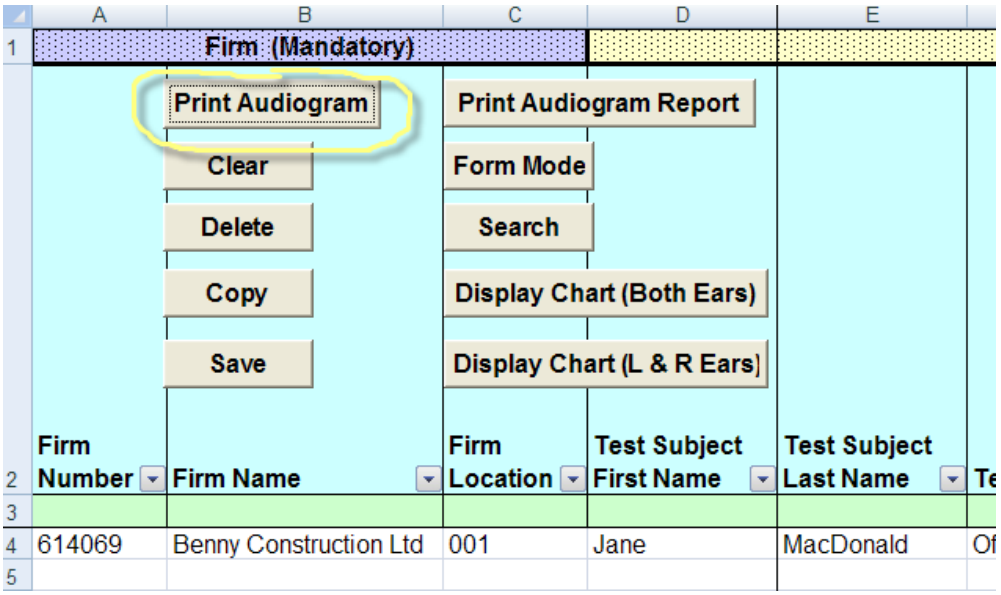
Duplicate hearing tests for the same firm number, firm location and SIN will not be processed again by WorkSafeBC. These hearing tests will be identified as duplicates in the validation process. See section 'Work Safe BC Audiogram Error Report' in Part 1 of the user manual on how to read the error report sent to you by WorkSafeBC.

Printing Audiogram for a Saved Hearing Test

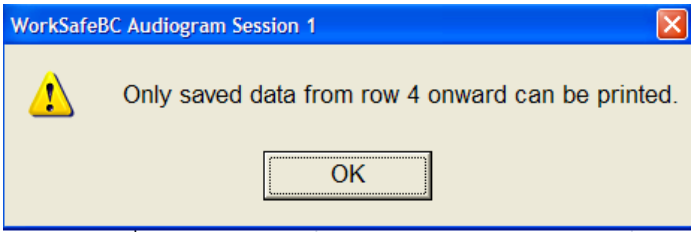
A full audiogram form or a summary audiogram of a hearing test can be printed.

The 'Print Audiogram' button is used to print a paper form of the audiogram for a saved hearing test in the 'Audiogram Data Entry' tab.

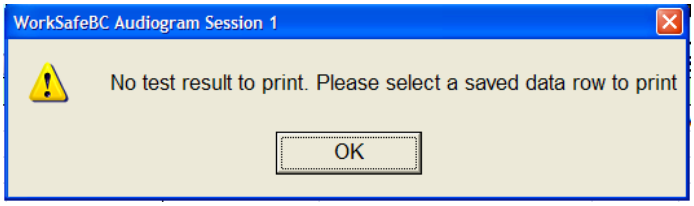
Select a hearing test in the 'Audiogram Data Entry' tab and click the 'Print Audiogram' button.



You will see the following message if you selected row 3.

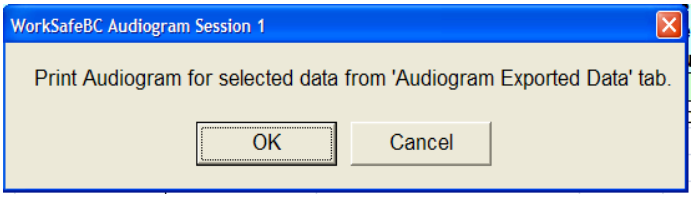


You will see the following message if you selected an empty row.

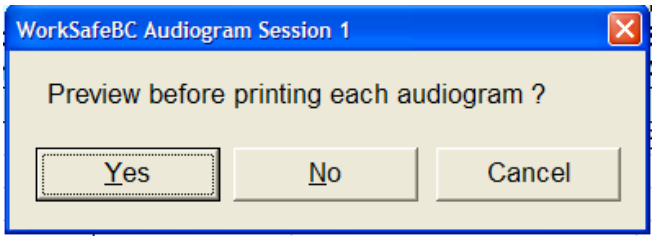


You will see the following message if you have selected a saved hearing test row.

Click the 'OK' button to continue or the 'Cancel' button to cancel the printing.

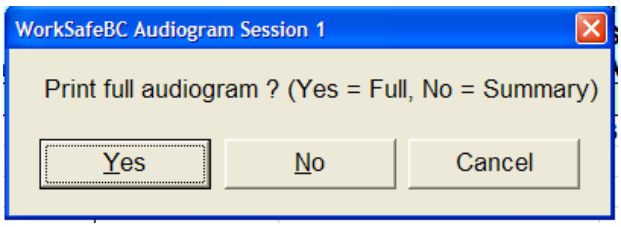


If you click the 'OK' button, you will see the following message to ask you if you want to preview the audiogram before printing.



Click the 'Yes' button to preview the audiogram before print, click the 'No' button to print the audiogram directly to the printer.

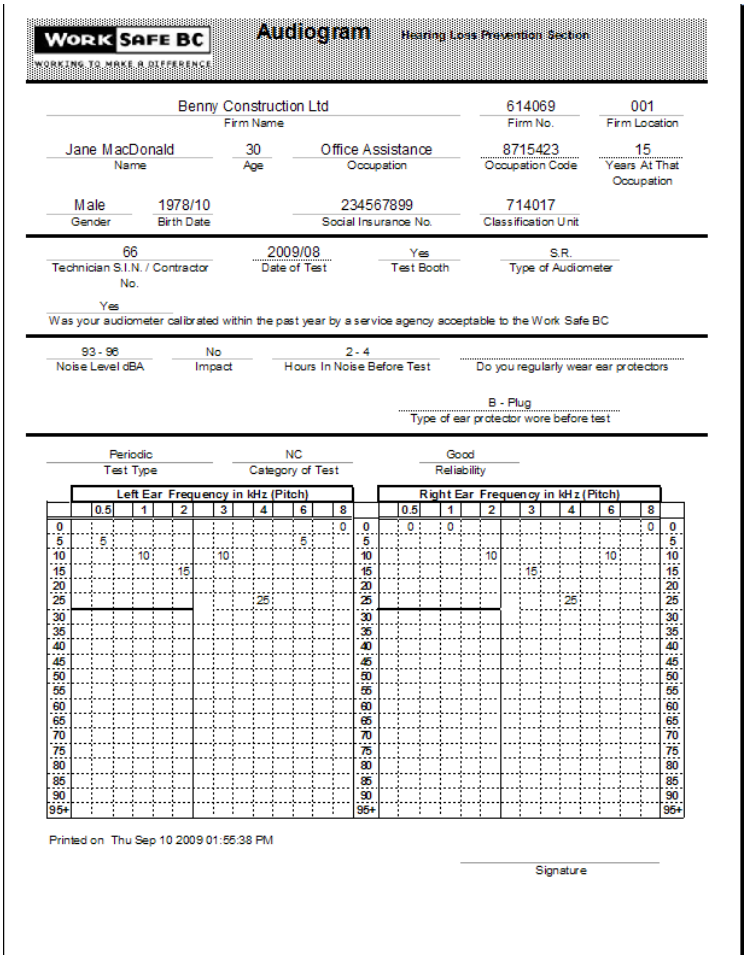
Next you will see the following message to ask you whether you want to print the full or summary audiogram.

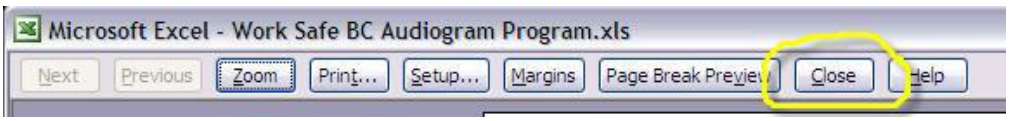


Click the 'Yes' button to print the full version and 'No' button to print the summary version.

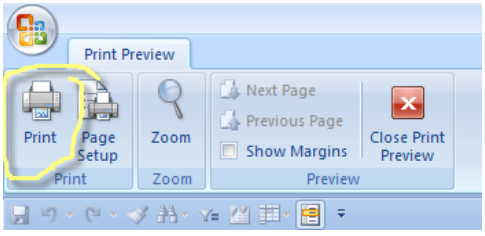
If you click the 'Yes' button, you will see the full version audiogram in the preview window if you have chosen preview audiogram earlier. Otherwise, the full version audiogram will be printed directly to the printer.

Summary version is shown.

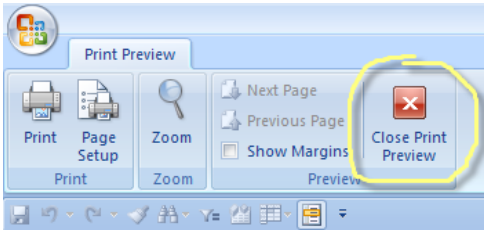




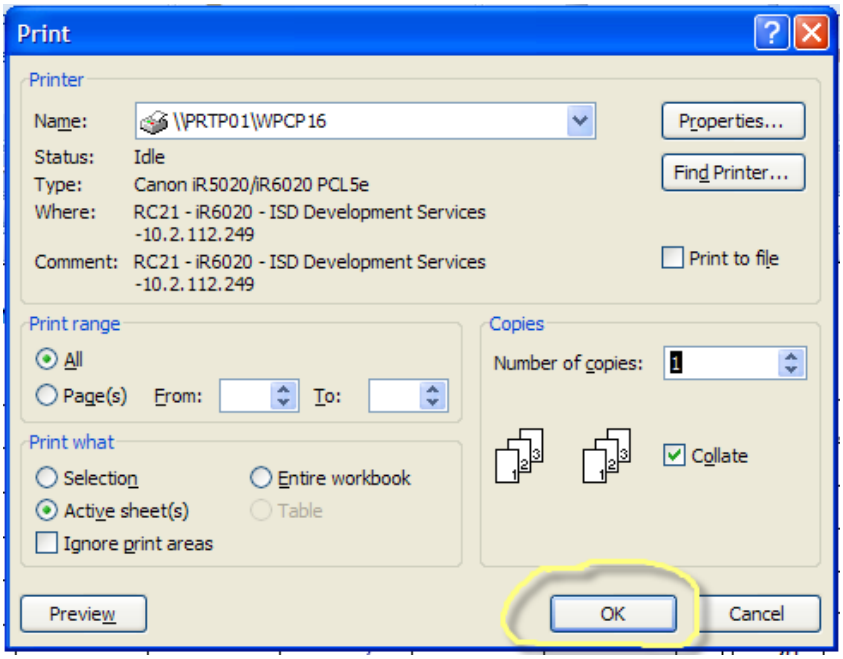
Click the 'Print' icon at the top left corner of the preview window to print the audiogram.



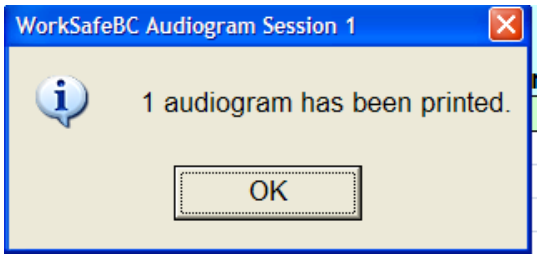
If you only want to review the audiogram then you can click the 'Close Print Preview' icon to close the preview window.



If you click on the 'Print' icon you will see the following 'Print' window displayed. Your printer name will be different because you will have a different printer setup. Click the 'OK' button to print the audiogram or click the 'Cancel' button to abort the printing.



You will see the following message to confirm the audiogram has been processed. You will see this message even when you aborted the printing at any stage of the process.

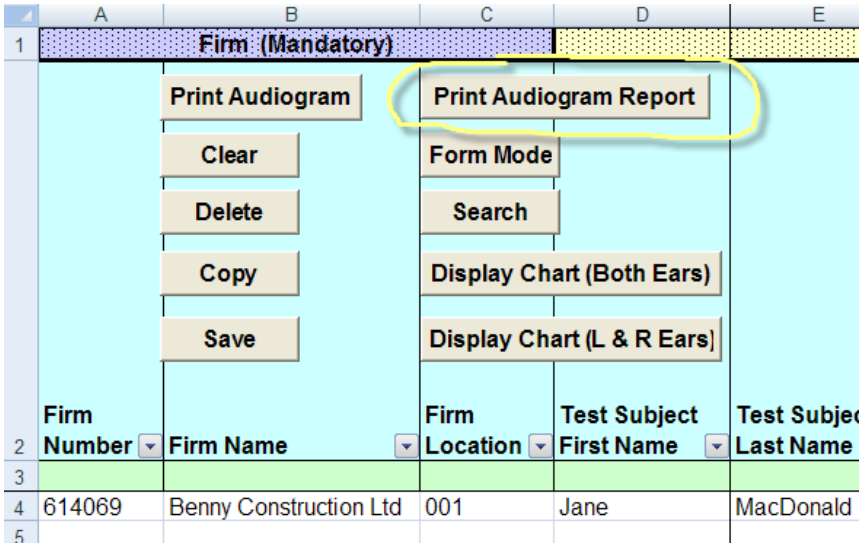


Printing Audiogram Reports for Saved Hearing Tests

An audiogram report contains the hearing test results for a firm number, firm location and firm name for hearing tests that have been saved in the 'Audiogram Data Entry' tab.

Audio labs can use this function to print audiogram reports to send to their clients which are the firms in the tests.

The 'Print Audiogram Report' function allows you to print audiogram reports for a selected firm number, firm location and firm name or a separate audiogram report for each of the firm number, firm location and firm name.



Here is a sample of an audiogram report for firm 614069-001.

Benny Construction Ltd (614069-001) Work Safe BC Audiogram Report

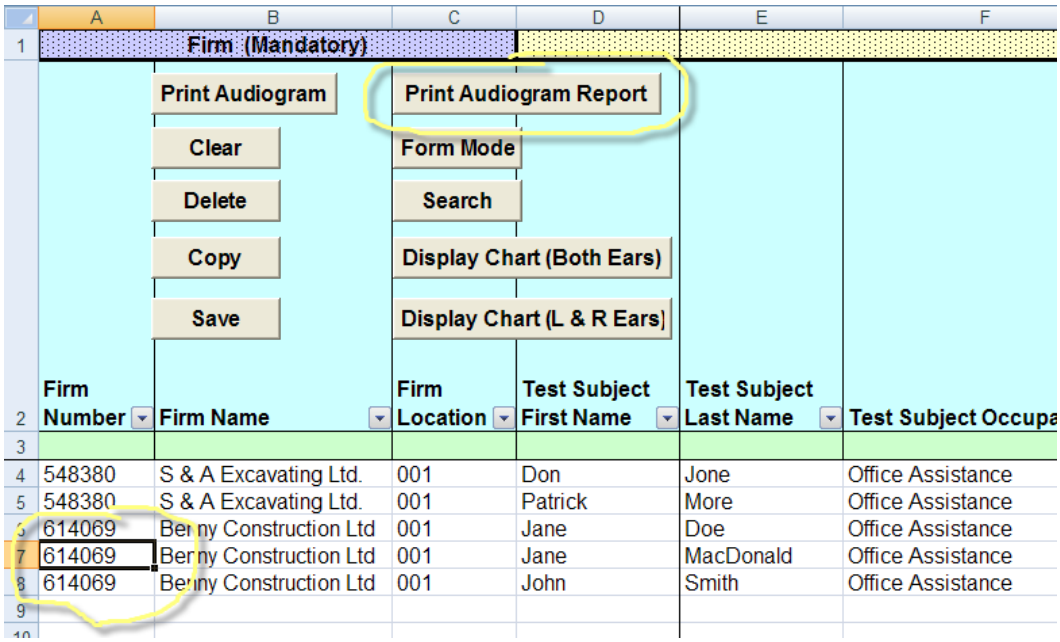
First Name	Last Name	Occupation	Birth Date	Hours away from noise	Hours in noise before test	Wear ear protector regularly	Type wear regularly	Type wear before test	Test Date	Test Type	Cat.	Reliability	L0.5	L1	L2	L3	L4	L6	L8	R05	R1	R2	R3	R4	R6	R8
Jane	MacDonald	Office Assistance	1978/10		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Jane	Doe	Office Assistance	1978/01		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
John	Smith	Office Assistance	1972/04		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Total Number Of Hearing Tests = 3																										

Next we will learn how to print audiogram report for one specific firm or for a group of firms in the 'Audiogram Data Entry' tab.

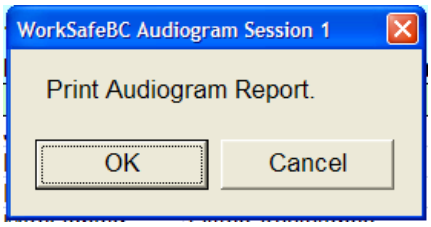
Printing Audiogram Report For A Specific Firm Number, Location And Name

Here are the steps to print one audiogram report to show all the hearing tests that have been saved in the 'Audiogram Data Entry' tab for a specific firm number, firm location and firm name.

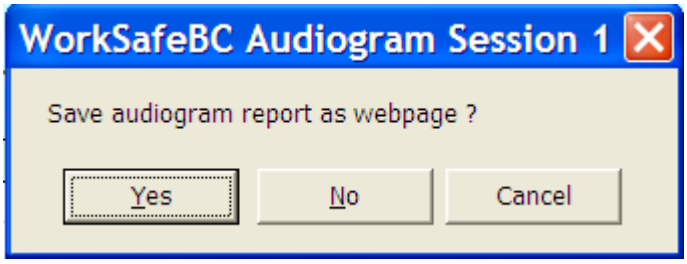
Select the 'Firm Number' cell in any row for the firm you want to print as in the following screen shot and click the 'Print Audiogram Report' button.


Firm (Mandatory)
Print Audiogram
Print Audiogram Report
Clear
Form Mode
Delete
Search
Copy
Display Chart (Both Ears)
Save
Display Chart (L & R Ears)
Firm Number
Firm Name
Firm Location
Test Subject First Name
Test Subject Last Name
Test Subject Occupa
548380 S & A Excavating Ltd. 001 Don Jone Office Assistance
548380 S & A Excavating Ltd. 001 Patrick More Office Assistance
614069 Benny Construction Ltd 001 Jane Doe Office Assistance
614069 Benny Construction Ltd 001 Jane MacDonald Office Assistance
614069 Benny Construction Ltd 001 John Smith Office Assistance

The next message box will be displayed. Click the 'OK' button to continue or the 'Cancel' button to cancel the printing.



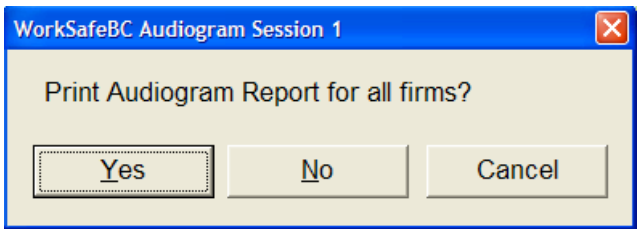
Next you will be asked if you want to save the audiogram reports as webpage files.



Click the 'Yes' button to save and/or print the audiogram reports as webpage files. Click the 'No' button to only print the audiogram reports as webpage files. Click the 'Cancel' button to cancel the printing.

The location of the audiogram report webpage file is specified in the 'Parameters' tab.

Next you will be asked if you want to print audiogram reports for each firm number, firm location and firm name with hearing tests saved in the 'Audiogram Data Entry' tab.



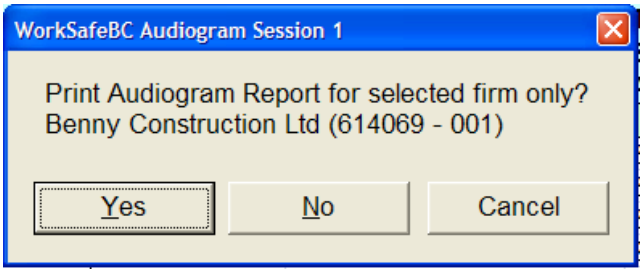
Click the 'No' button to indicate that we only want to print the audiogram report for the firm we have selected (firm number 614069 location code 001 firm name Benny Construction Ltd.).

At this point, you can still click on the 'Cancel' button to cancel the printing.

Next you will be asked to confirm the selected firm is the firm you want to print.

Click the 'Yes' button to continue the printing or click the 'No' button to skip printing the firm shown in the message.

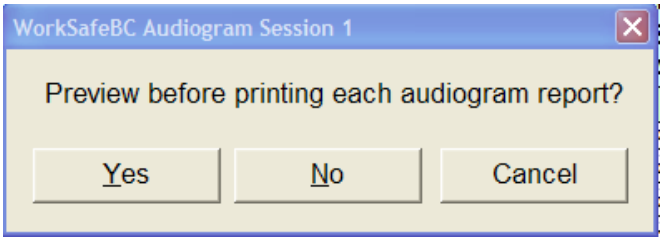
At this point, you can still click on the 'Cancel' button to cancel the printing.



Next you will be asked if you want to preview the audiogram report before printing.

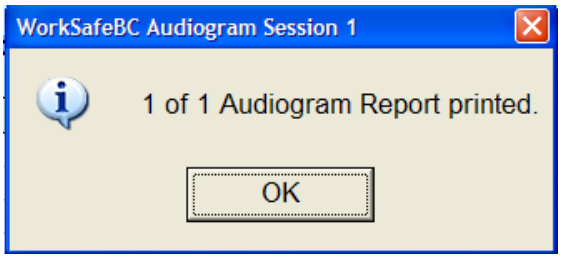
Click the 'Yes' button to preview the audiogram report before print, click the 'No' button to print the audiogram report directly to the printer.

At this point, you can still click on the 'Cancel' button to cancel the printing.



If you click the 'No' button, the audiogram report will be printed directly to the printer.

You will see the following message to confirm the audiogram report has been processed.



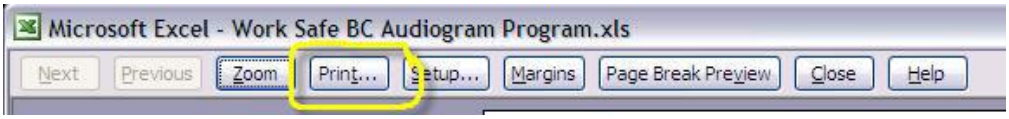
If you click the 'Yes' button to preview the printing, you will see the audiogram report in the preview window.

Benny Construction Ltd (614069-001) Work Safe BC Audiogram Report

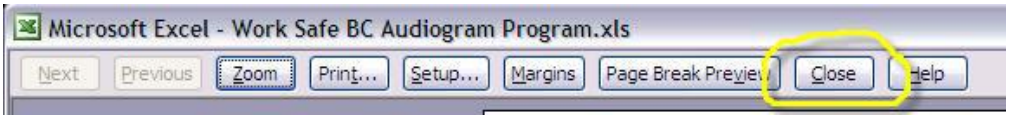
First Name	Last Name	Occupation	Birth Date	Hours away from noise	Hours in noise before test	Wear ear protector regularly	Type wear regularly	Type wear before test	Test Date	Test Type	Cat.	Reliability	L0.5	L1	L2	L3	L4	L6	L8	R05	R1	R2	R3	R4	R6	R8
Jane	MacDonald	Office Assistance	1978/10		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Jane	Doe	Office Assistance	1978/01		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
John	Smith	Office Assistance	1972/04		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Total Number Of Hearing Tests = 3																										

Excel 2003

Click the 'Print' button at the top of the preview window to print the audiogram.



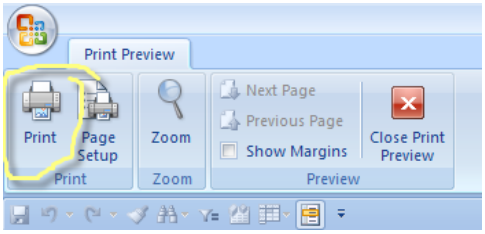
If you only want to review the audiogram then you can click the



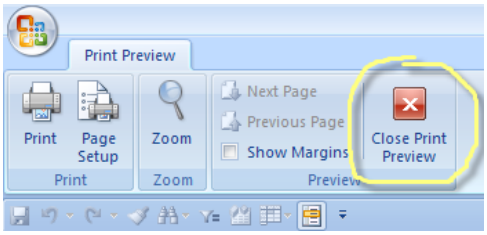
'Close' button to close the preview window.

Excel 2007

Click the 'Print' icon at the top left corner of the preview window to print the audiogram.

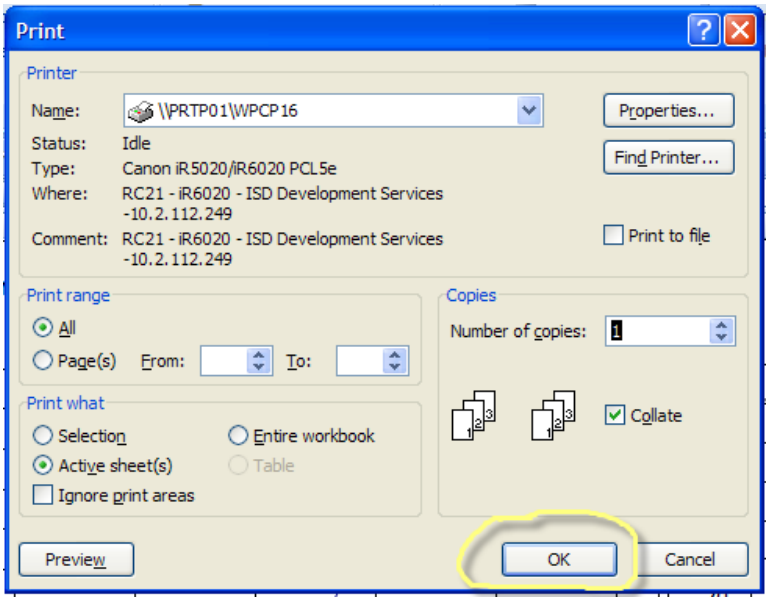


If you only want to review the audiogram then you can click the 'Close Print Preview' icon to close the preview window.

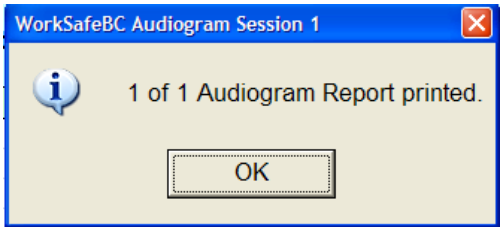


Excel 2003 & 2007
If you click on the 'Print' icon in the preview window or if you chose to skip the preview, you will see the following 'Print' window displayed. Your printer name will be different because you will have a different printer setup.

Click the 'OK' button to print the audiogram chart or click the 'Cancel' button to abort the printing.



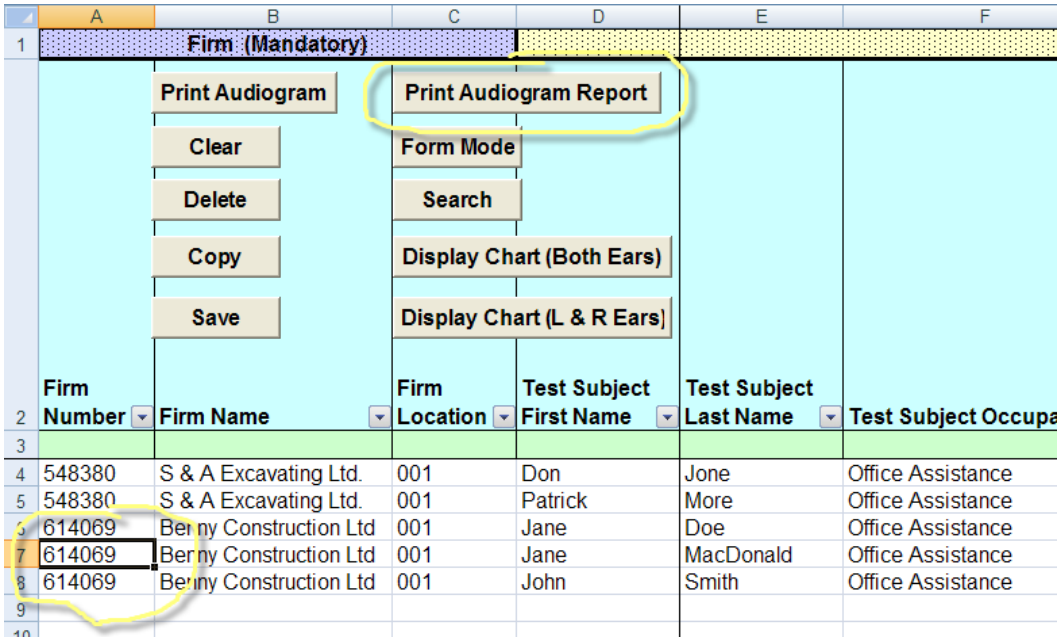
You will see the following message to confirm the audiogram report has been processed.



Printing Audiogram Report for all Firm Number, Location and Name

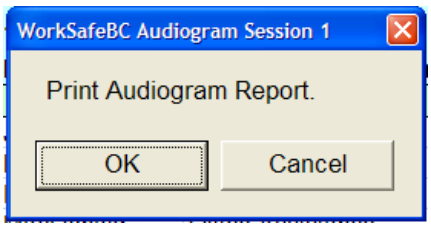
Here are the steps to print audiogram reports for all the hearing tests that have been saved in the 'Audiogram Data Entry' tab. The hearing tests for each firm, location and firm name combination will be printed in a separate audiogram report.

Here is the sequence of windows that you will see if you have selected a 'Firm Number' cell in any non empty row as in the following screen shot when you click the 'Print Audiogram Report' button.



Firm Number	Firm Name	Firm Location	Test Subject First Name	Test Subject Last Name	Test Subject Occupa
548380	S & A Excavating Ltd.	001	Don	Jone	Office Assistance
548380	S & A Excavating Ltd.	001	Patrick	More	Office Assistance
614069	Berry Construction Ltd	001	Jane	Doe	Office Assistance
614069	Berry Construction Ltd	001	Jane	MacDonald	Office Assistance
614069	Berry Construction Ltd	001	John	Smith	Office Assistance

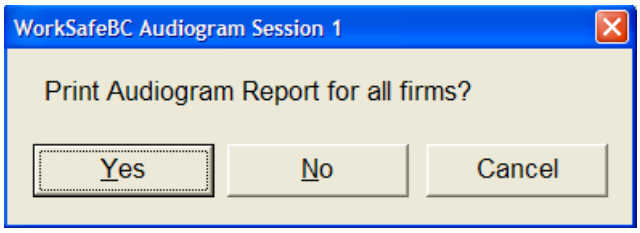
After you clicked the 'Print Audiogram Report' button you will see the following message box.



Click the 'OK' button to continue or the 'Cancel' button to cancel the printing.

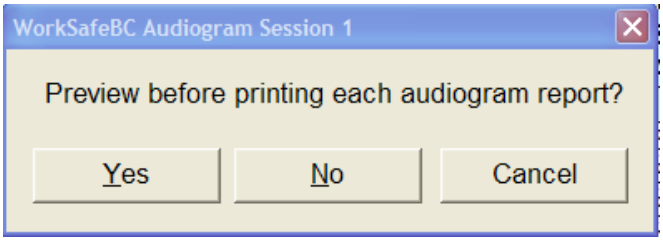
Next you will be asked if you want to print audiogram reports for each firm and location with hearing tests saved in the 'Audiogram Data Entry' tab.

Click the 'Yes' button to indicate that we want to print the audiogram report for all firms.



At this point, you can still click on the 'Cancel' button to cancel the printing.

Note: You will not see the following message if you selected an empty row in the 'Audiogram Data Entry' tab when you click the 'Print Audiogram Report' button.

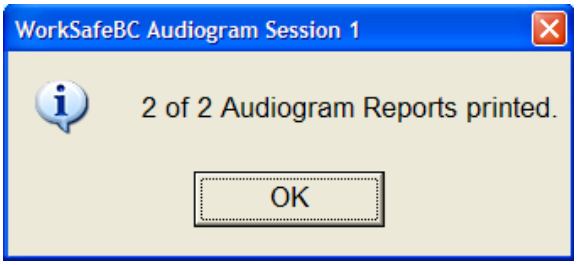


Next you will be asked if you want to preview each audiogram report before printing.

Click the 'Yes' button to preview each of the audiogram reports before printing, click the 'No' button to print the audiogram reports directly to the printer.

At this point, you can still click on the 'Cancel' button to cancel the printing.

If you click the 'No' button, the audiogram report will be printed directly to the printer and you will see the following message to confirm the audiogram reports have been processed.



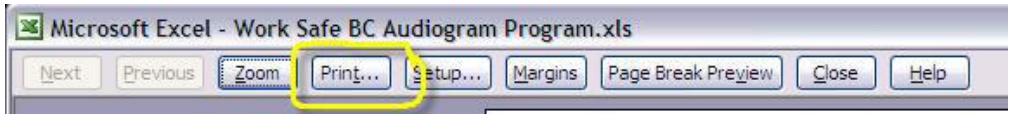
If you click the 'Yes' button, you will see a preview window for each firm number, firm location and firm name combination.

Benny Construction Ltd (614069-001) Work Safe BC Audiogram Report

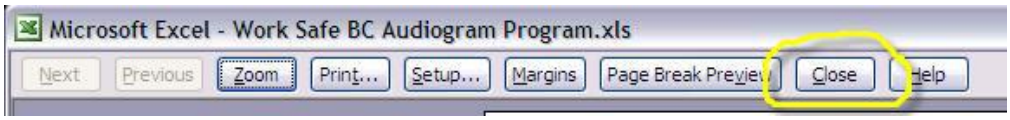
First Name	Last Name	Occupation	Birth Date	Hours away from noise	Hours in noise before test	Wear ear protector regularly	Type wear regularly	Type wear before test	Test Date	Test Type	Cat.	Reliability	L0.5	L1	L2	L3	L4	L6	L8	R05	R1	R2	R3	R4	R6	R8
Jane	MacDonald	Office Assistance	1978/10		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Jane	Doe	Office Assistance	1978/01		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
John	Smith	Office Assistance	1972/04		2 - 4			B - Plug	2009/08	Periodic	NC	Good	5	10	15	10	25	5	0	0	0	10	15	25	10	0
Total Number Of Hearing Tests = 3																										

Excel 2003

Click the 'Print' button at the top of the preview window to print the audiogram.

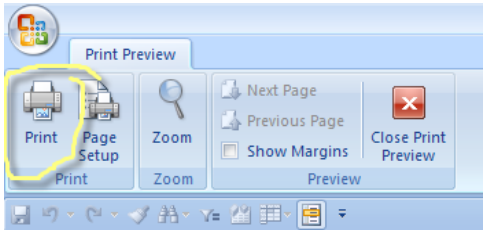


If you only want to review the audiogram then you can click the 'Close' button to close the preview window.

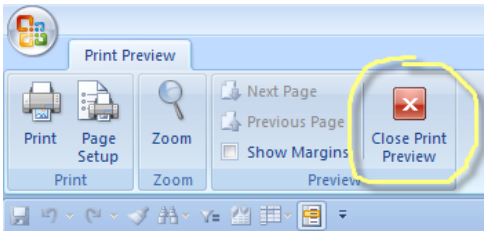


Excel 2007

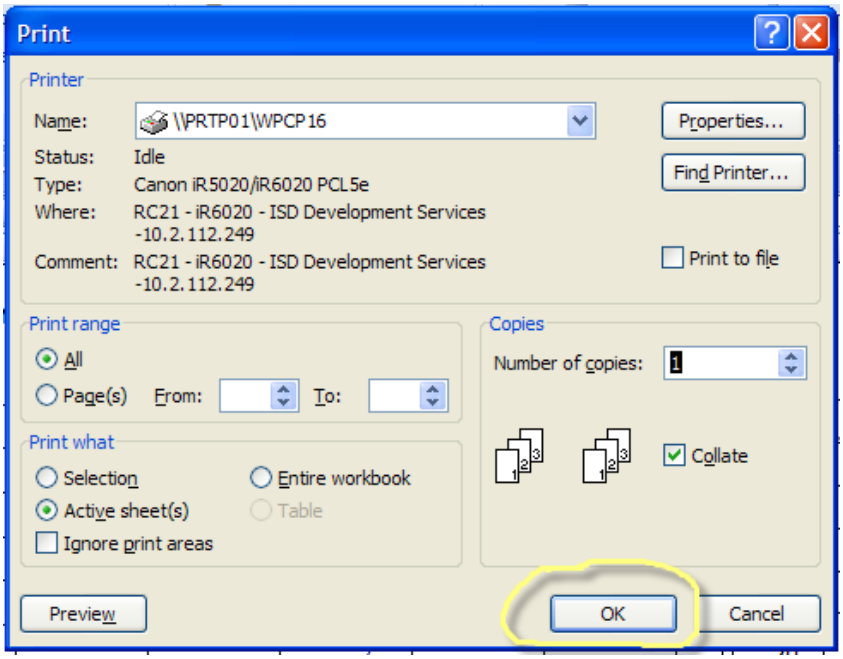
Click the 'Print' icon at the top left corner of the preview window to print the audiogram report.



If you only want to review the audiogram then you can click the 'Close Print Preview' icon to close the preview window.

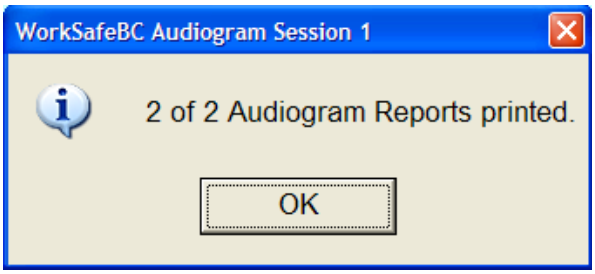


Excel 2003 & 2007
You will see the following 'Print' window displayed if you click on the 'Print' icon in the preview window or if you chose to skip the preview. Your printer name will be different because you will have a different printer setup.



Click the 'OK' button to print the audiogram report or click the 'Cancel' button to abort the printing.

You will see the following message to confirm the audiogram reports have been processed.



Summary

A list of all hearing tests in the 'Audiogram Data Entry' tab for a firm number, firm location and firm name can be printed out in the audiogram report.

You can choose to print the report for only tests from one firm number, firm location and firm name or to print separate audiogram reports for all the hearing tests in the 'Audiogram Data Entry' tab.

Tip: Because hearing tests for each firm number, firm location and firm name combination are printed in separate audiogram reports. If you need to print the hearing tests for a firm number and firm location into two separate audiogram reports, then setup a second entry in the 'Firms' tab for the same firm number and firm location but with a different name. Save all the hearing tests that you want to be included in a separate audiogram report under the second firm number, firm location and firm name. When you print the audiogram reports, the hearing tests for firm number 123456 and location 001 will be separated into two different audiogram reports.

Example: firm number 123456 location 001 firm name Benny's Construction Ltd.
firm number 123456 location 001 firm name Benny's Construction Ltd Division one.

Saving Audiogram Report as Web Page

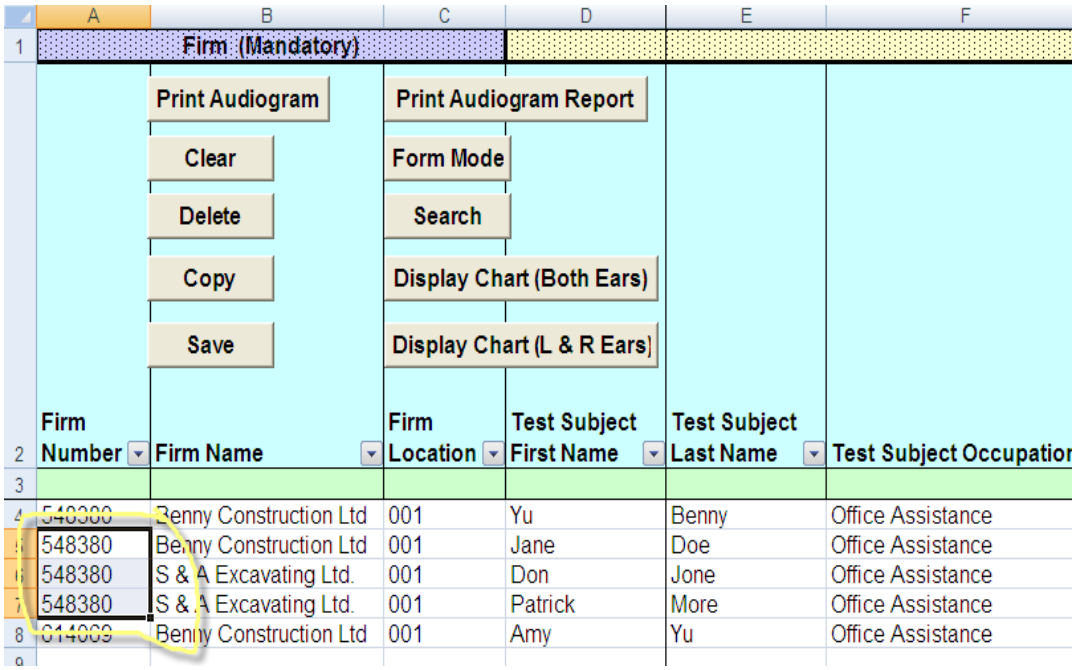
This function has been included as an option when you print the audiogram report. See section 'Print Audiogram Report For Saved Hearing Tests' in Part 1 of the user manual for instructions on how to generate audiogram report webpage file.

Saving Audiogram As Web Page

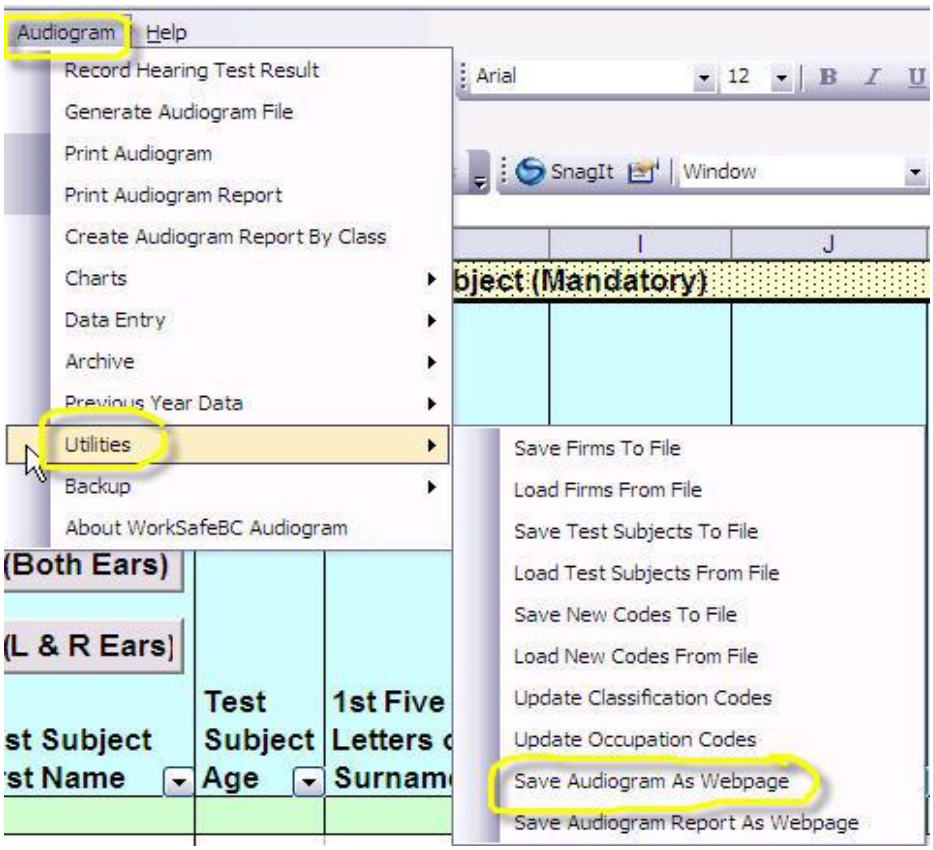
This function saves the audiograms as standalone web page files so you can attach these web page files to an email to send to a client.

This function saves the selected audiograms in the 'Audiogram Data Entry' tab, and lets you preview each selected audiogram first before saving each audiogram as a web page.

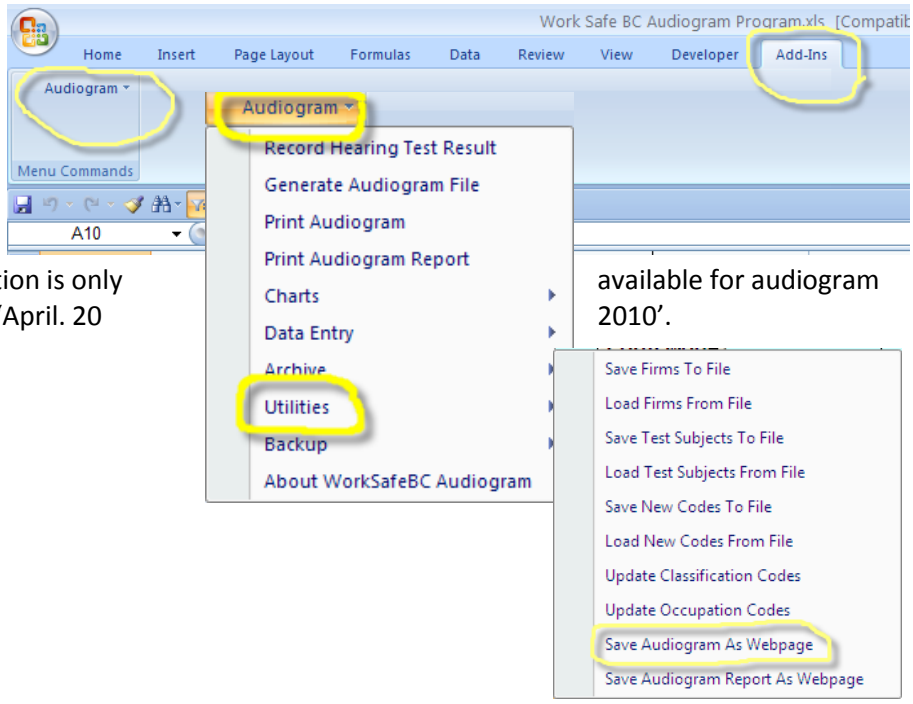
Select one or more hearing tests in the 'Audiogram Data Entry' tab.


Firm (Mandatory)
Print Audiogram
Print Audiogram Report
Clear
Form Mode
Delete
Search
Copy
Display Chart (Both Ears)
Save
Display Chart (L & R Ears)
Firm Number
Firm Name
Firm Location
Test Subject First Name
Test Subject Last Name
Test Subject Occupation
548380 Benny Construction Ltd 001 Yu Benny Office Assistance
548380 Benny Construction Ltd 001 Jane Doe Office Assistance
548380 S & A Excavating Ltd. 001 Don Jone Office Assistance
548380 S & A Excavating Ltd. 001 Patrick More Office Assistance
Benny Construction Ltd 001 Amy Yu Office Assistance

Excel 2003
Click on the 'Audiogram' menu item and select the 'Utilities' sub menu and click the 'Save Audiogram As Webpage' option from the following dropdown list. This function is only available for audiogram program with version date on or later than 'April. 20 2010'.

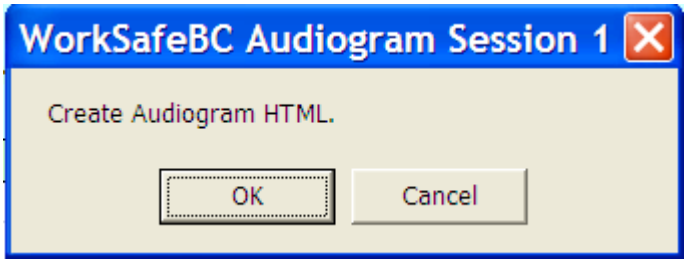


Excel 2007
Click the 'Add-Ins' menu tab at the top of the Excel window and you should see the 'Audiogram' menu.



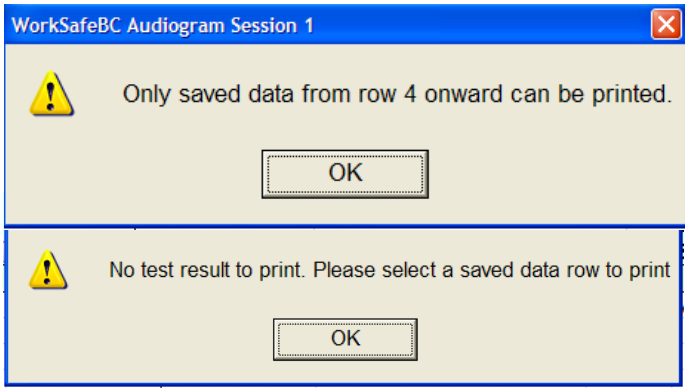
Click the 'Audiogram' menu item and select the 'Utilities' sub menu and click the 'Save Audiogram As Webpage' option from the following dropdown list. This function is only available for audiogram program with version date on or later than 'April. 2010'.

You will see the following message, click the 'OK' button to continue or the 'Cancel' button to cancel the action.



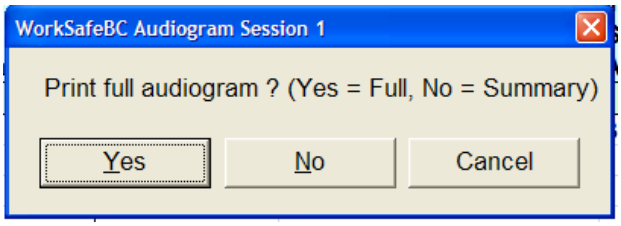
You will see the following message if you selected row 3.

You will see the following message if you selected an empty row.


WorkSafeBC Audiogram Session 1
Only saved data from row 4 onward can be printed.
OK
No test result to print. Please select a saved data row to print
OK

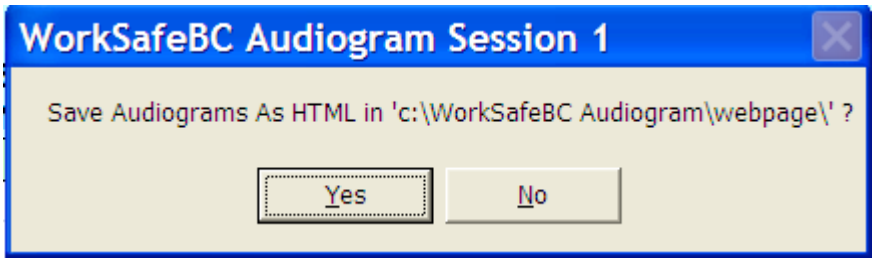
Next you will see the following message to ask you whether you want to print the full or summary audiogram.

Click the 'Yes' button to print the full version and 'No' button to print the summary version.

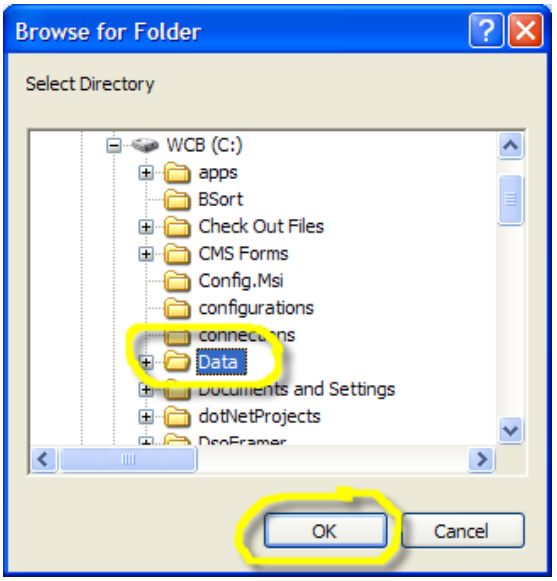


Next you will see the following message to ask you if you want to save the audiogram webpage file in the default location. The location of the audiogram report webpage file is specified in the 'Parameters' tab.

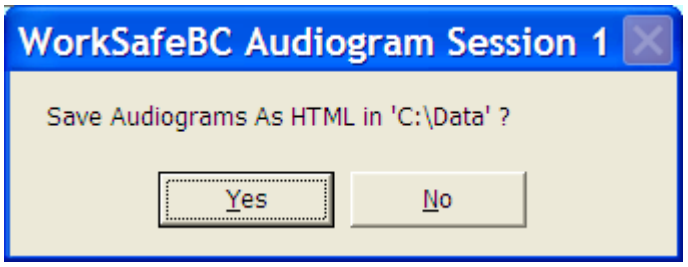
If you click the 'No' button or if the location of the audiogram report webpage file specified in the 'Parameters' tab is blank then you will be asked to specify the location.



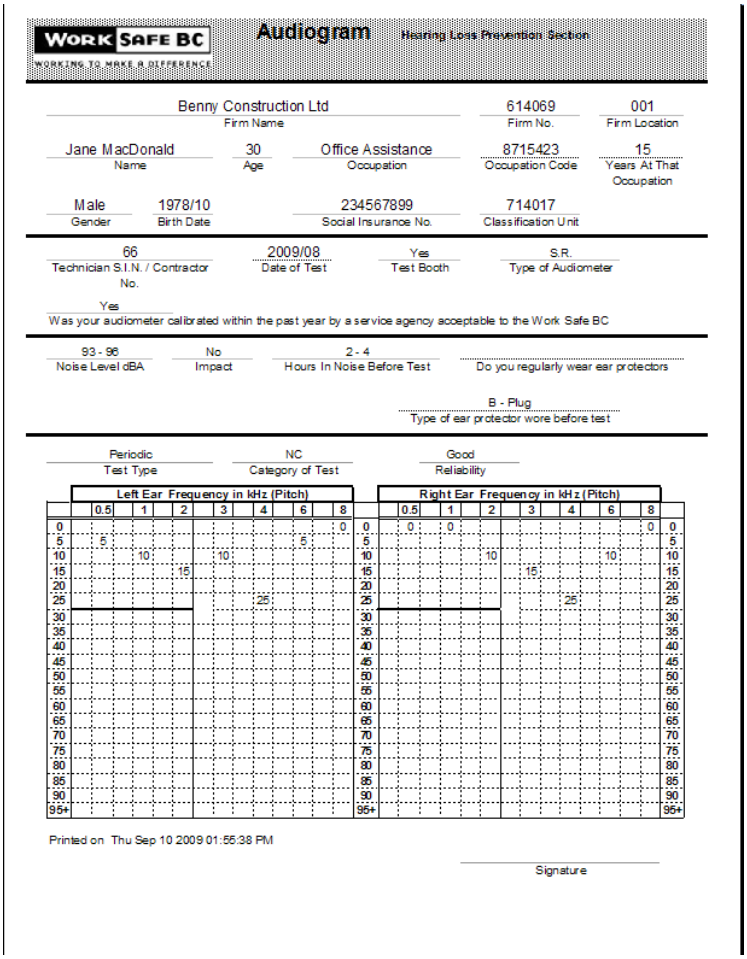
Excel 2003 & 2007
The 'Browse for Folder' window will be displayed for you to select the folder that you want to save the audiogram web page files (In this example, the c:\WorkSafeBC Audiogram\Data folder is selected). Click the 'OK' button to continue.



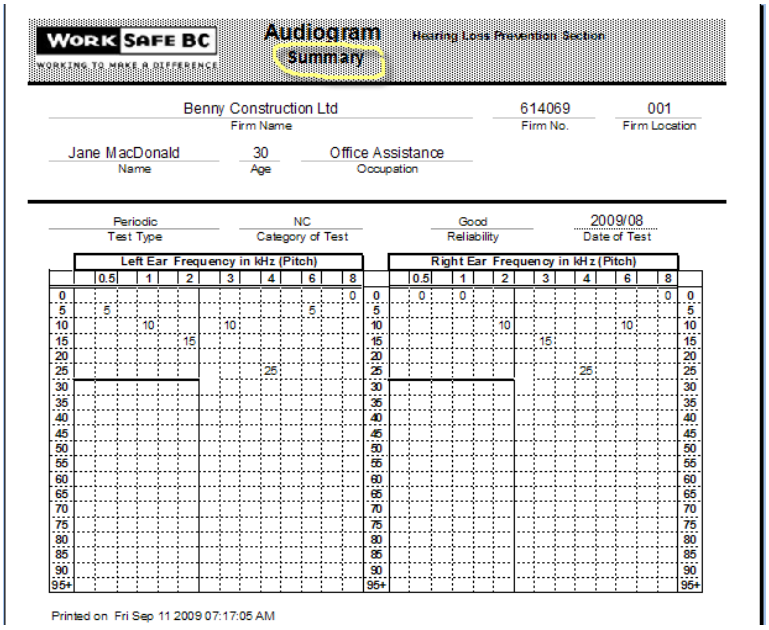
The following message will be displayed with the location of the audiogram web page files. Click the ‘Yes’ button to continue or the ‘No’ button to abort the process.



If you click the ‘Yes’ button, you will see the full version audiogram in the preview window.

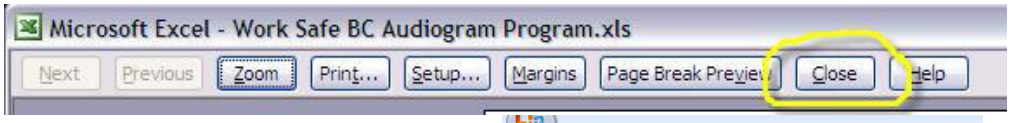


Summary version.



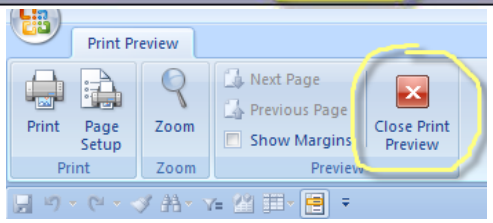
Excel 2003

Click the ‘Close’ button to close the preview window.



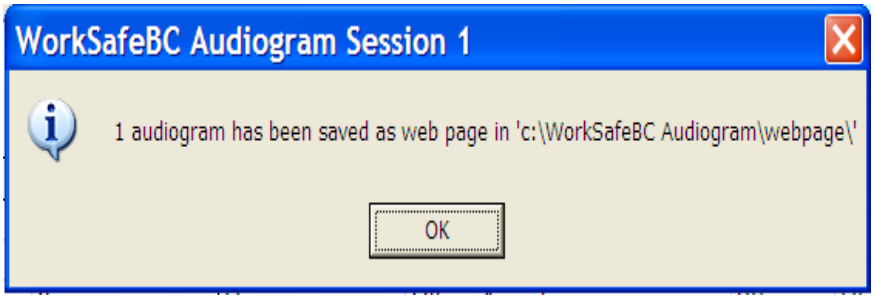
Excel 2007

Click the ‘Close Print Preview’ icon to close the preview window.



Excel 2003 & 2007

The following message will be displayed to confirm the audiogram web page files have been created successfully. Click the ‘OK’ button to close the message box.



Displaying Audiogram Charts) for a Saved Hearing Test

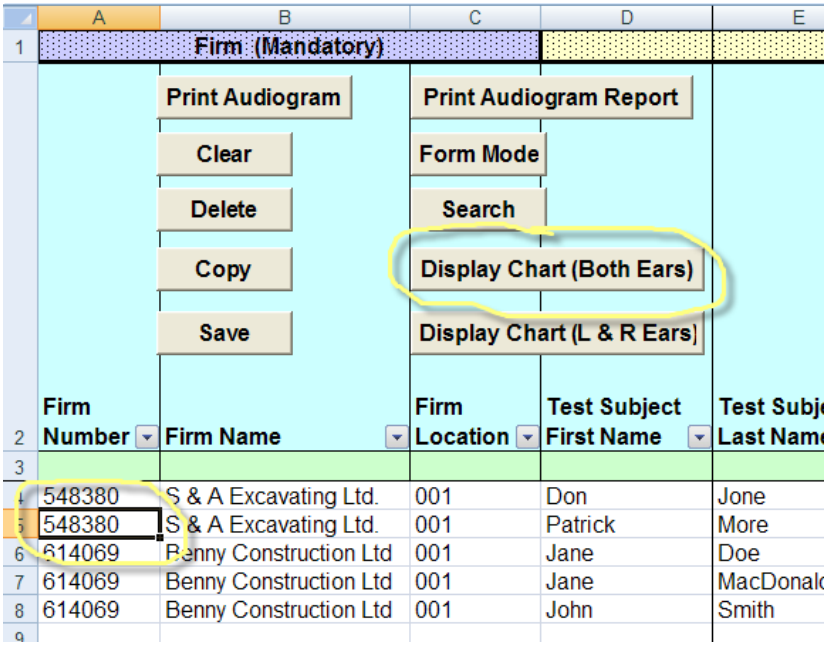
You can display three different types of audiogram chart for a hearing test saved in the 'Audiogram Data Entry' tab.

- Both left and right ears test results on the same bar chart.
- Both left and right ears test results on the same line chart.
- Left and right ears test results on two separate line charts.

This last chart can also display hearing tests of test type 'Periodic': comparing the selected hearing test and the previous year test result in the 'Long-Term Archive', if loaded.

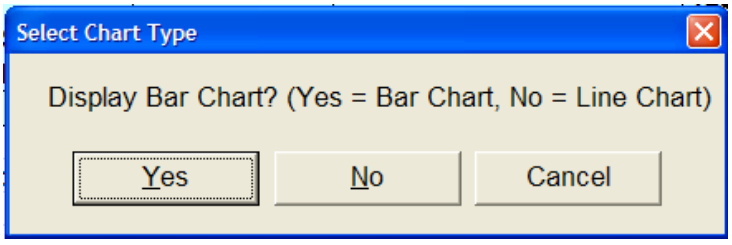
Displaying test results for both ears on the same bar chart

Select the hearing test that you want to display in the audiogram bar chart and click the 'Display Chart (Both Ears)' button.



When you see the following message box, click the 'OK' button to continue or click the 'Cancel' button to cancel the display chart process.

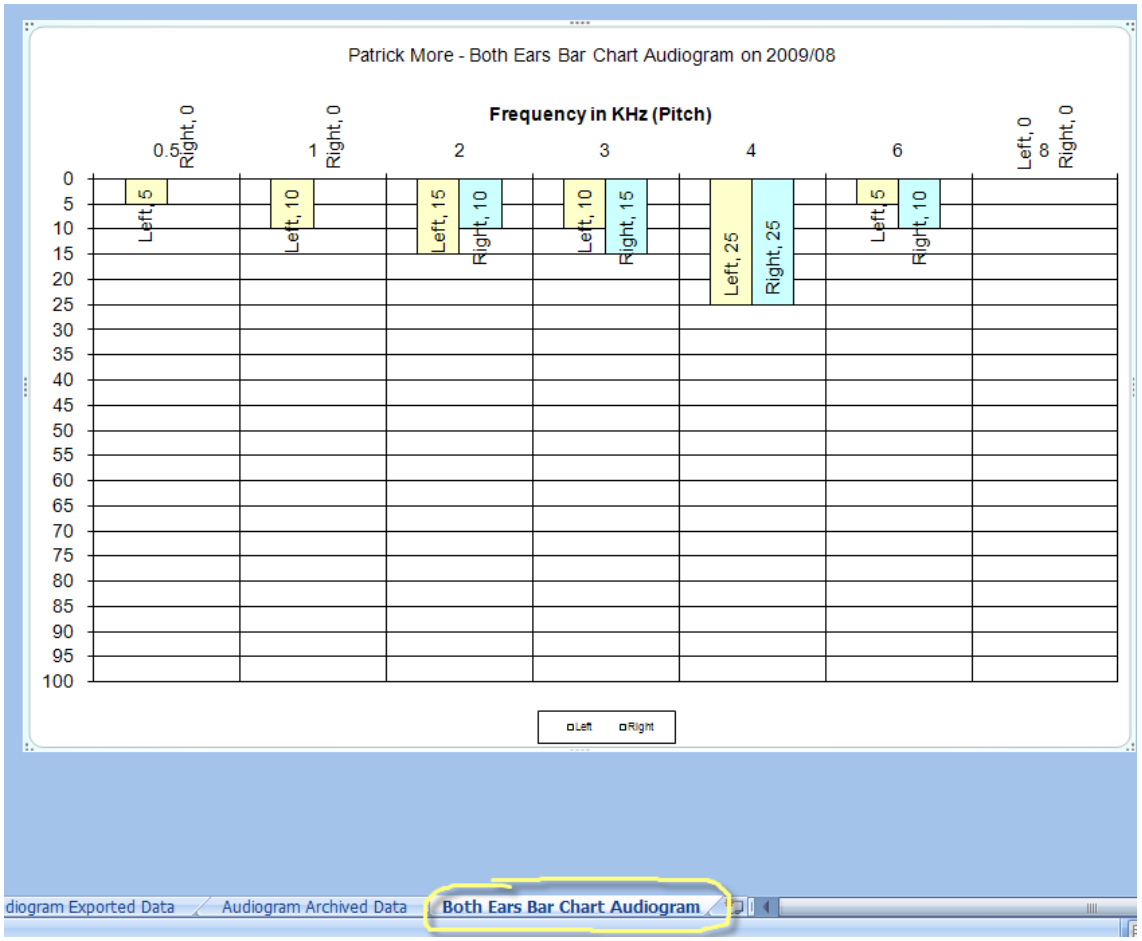
Next you will be asked to choose the type of chart to be displayed. Click the 'Yes' button to display a bar chart.



Next you will see the audiogram bar chart with the test result for left and right ears side by side in the 'Both Ears Bar Chart Audiogram' tab.

You will see the following message box when you click on any other tab to move away from the 'Both Ears Bar Chart Audiogram' tab.

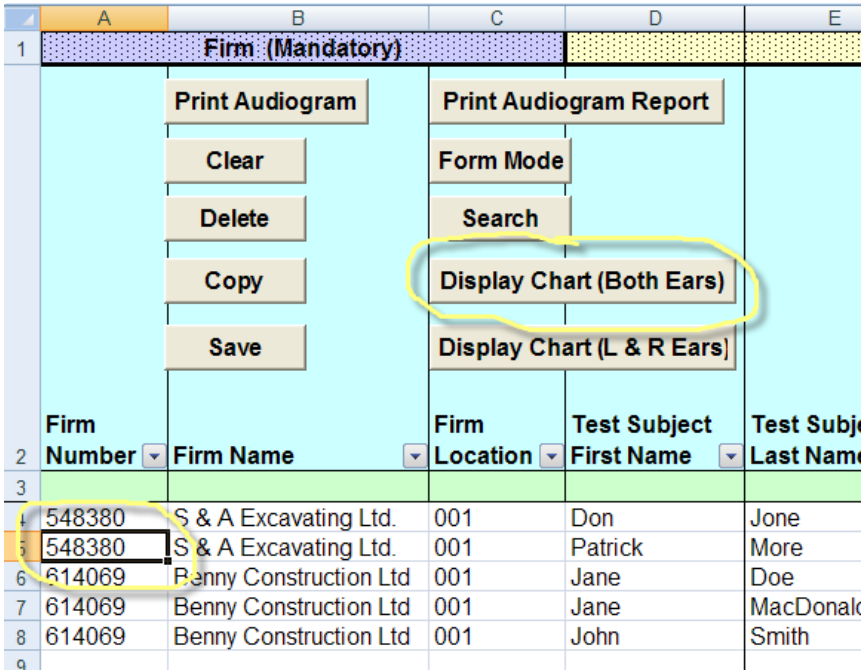
Click 'No' if you want to review or print the chart later. Click 'Yes' if you want to hide the tab.



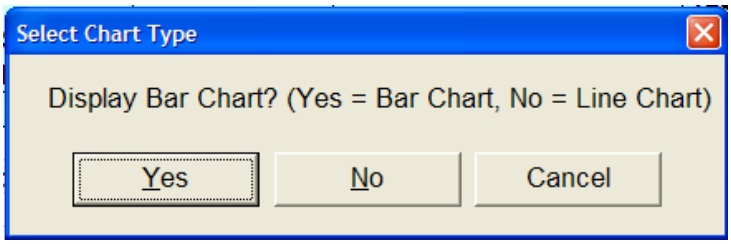
Displaying test results for both ears on the same line chart

Select the hearing test that you want to display in the audiogram line chart and click the 'Display Chart (Both Ears)' button.

When you see the following message box, click the 'OK' button to continue or click the 'Cancel' button to cancel the display chart process.



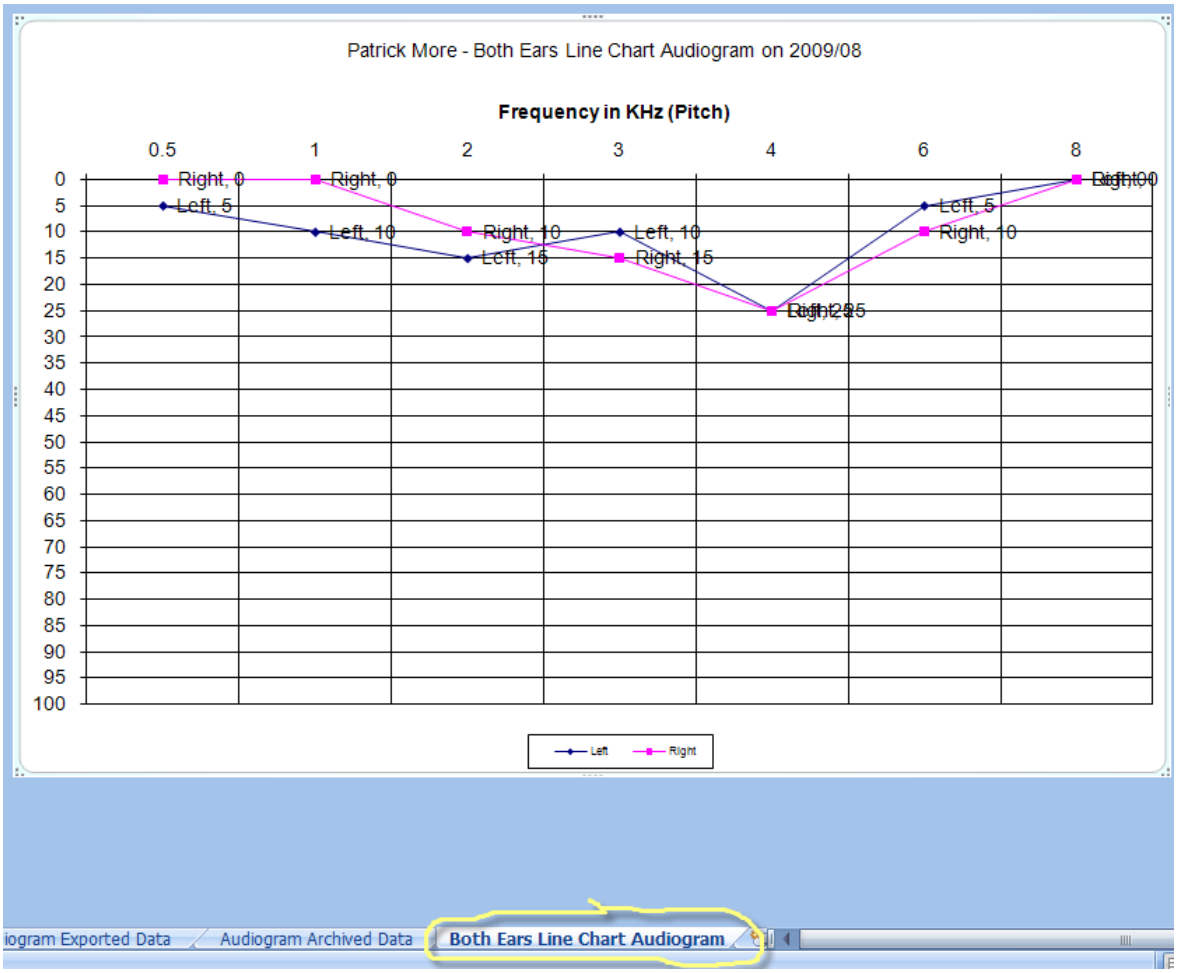
Next you will be asked to choose the type of chart. Click the 'No' button to display a line chart.



Next you will see the audiogram line chart with the test result for left and right ears side by side in the 'Both Ears Line Chart Audiogram' tab.

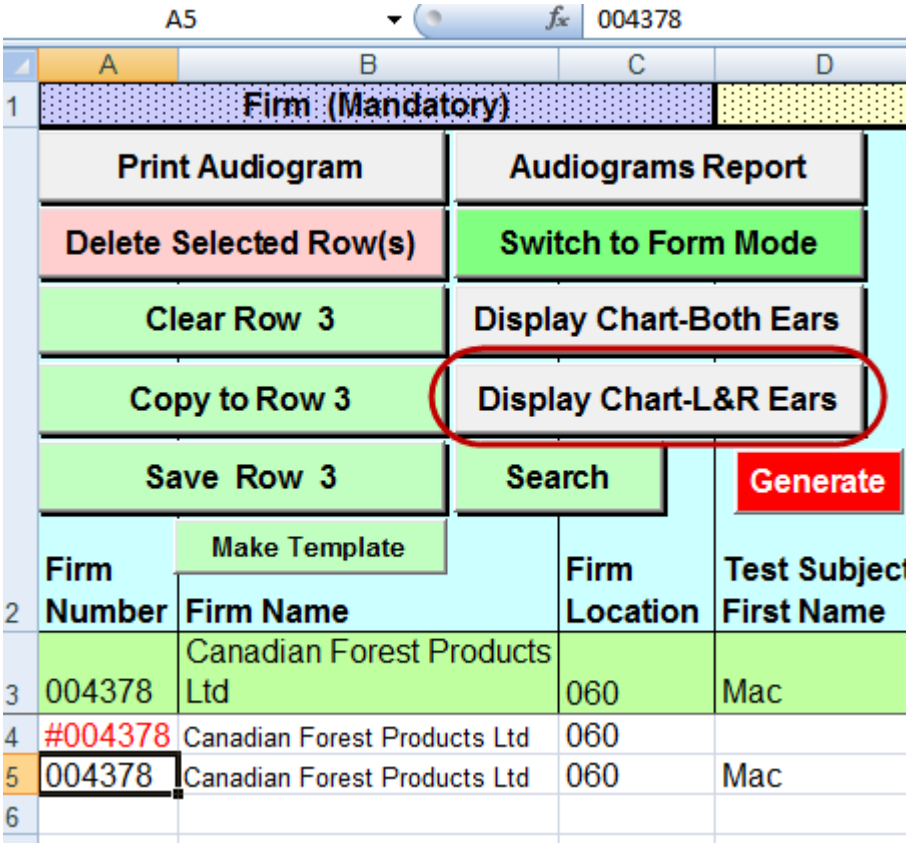
You will see the following message box when you click on any other tab to move away from the 'Both Ears Line Chart Audiogram' tab.

Click 'No' if you want to review or print the chart later. Click 'Yes' if you want to hide the tab.

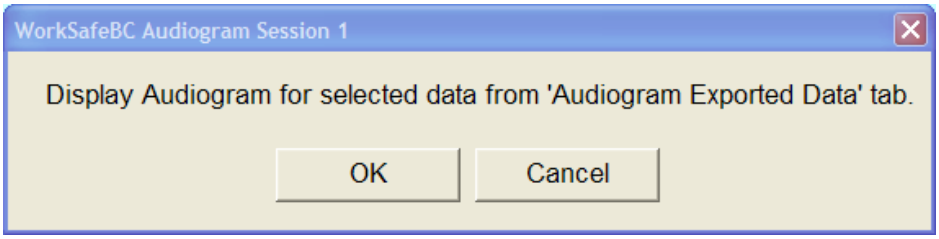


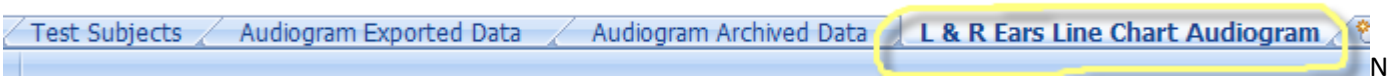
Displaying test results for both ears on separate line charts

Select the hearing test that you want to display in the audiogram line chart and click the 'Display Chart (L & R Ears)' button.

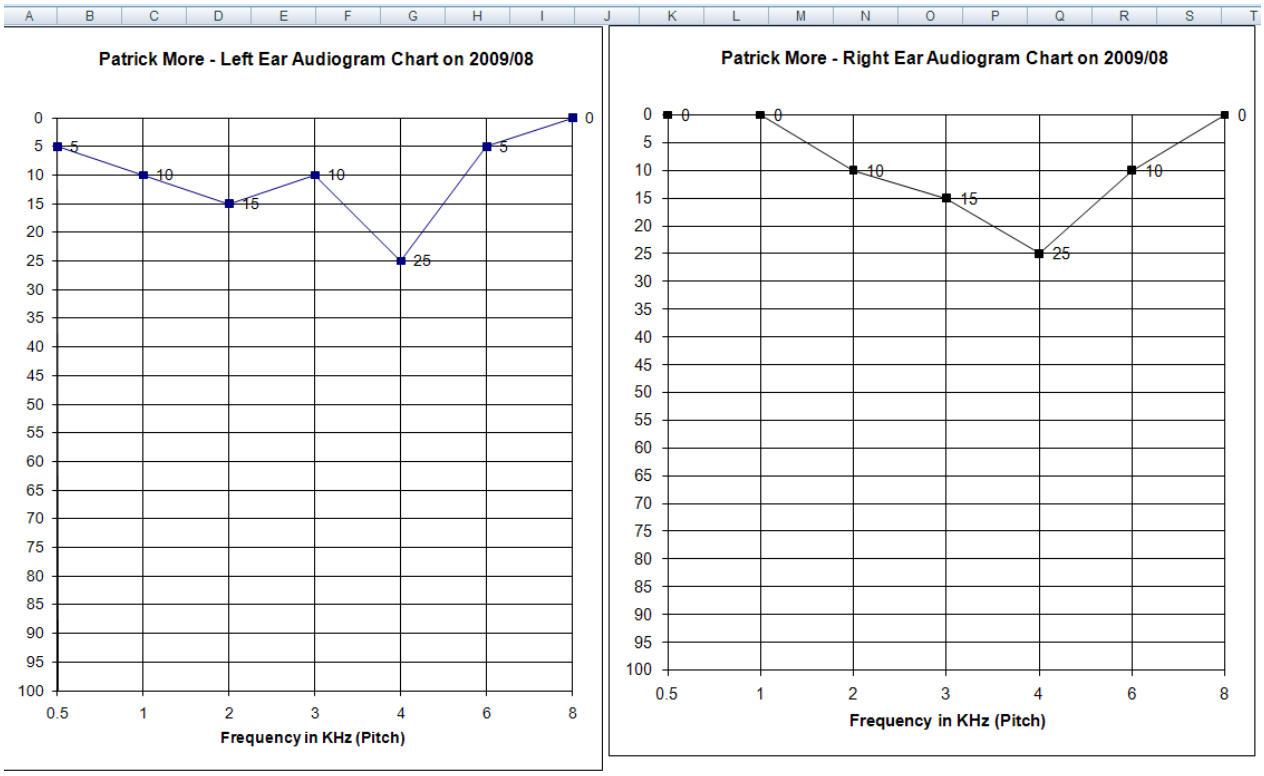


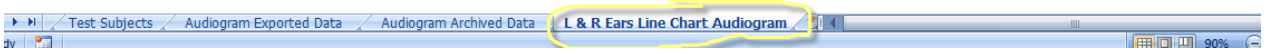
When you see the following message box, click the 'OK' button to continue or click the 'Cancel' button to cancel the display chart process.



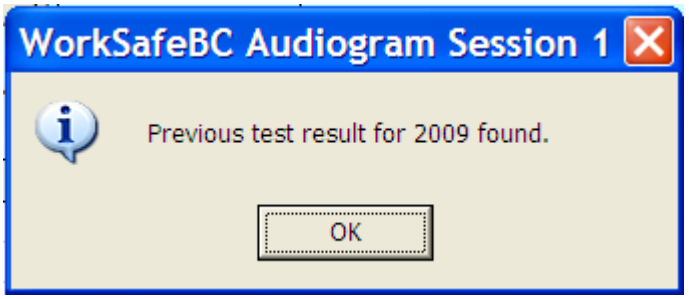


Next you will see two separate audiogram line charts with the test result for left and right ears in the 'L & R Ears Line Chart Audiogram' tab.

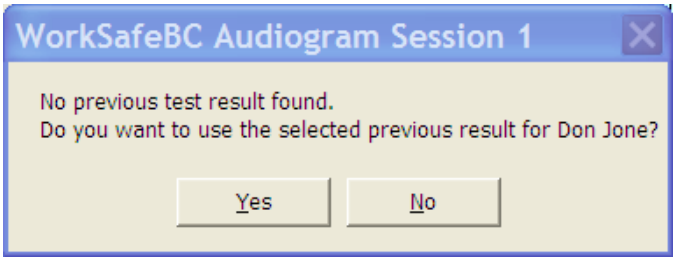

Patrick More - Left Ear Audiogram Chart on 2009/08
Frequency in KHz (Pitch)
Patrick More - Right Ear Audiogram Chart on 2009/08
Frequency in KHz (Pitch)



If the test type is 'Periodic', the audiogram program will search the 'Long-Term Archive' tab to find a previous year test with the matching SIN or for no SIN tests with matching first name, last name and birth date.

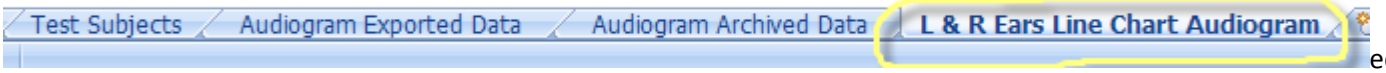


You will see the following message if a matching test is found in the 'Long-Term Archive' tab.


WorkSafeBC Audiogram Session 1
No previous test result found.
Do you want to use the selected previous result for Don Jone?
Yes
No

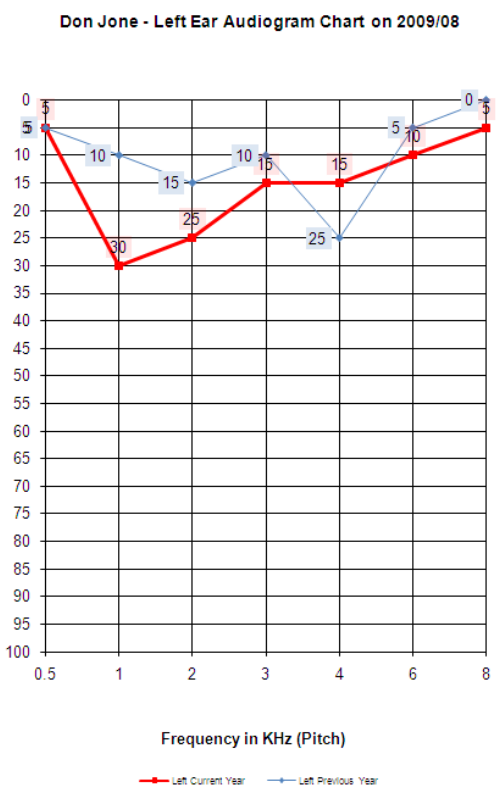
You will see the following message if a matching test is not found in the 'Long-Term Archive' tab but you have selected a test in the 'Long-Term Archive' tab. This way you can force the audiogram program to use the test result from a test that you know belong to the same person.

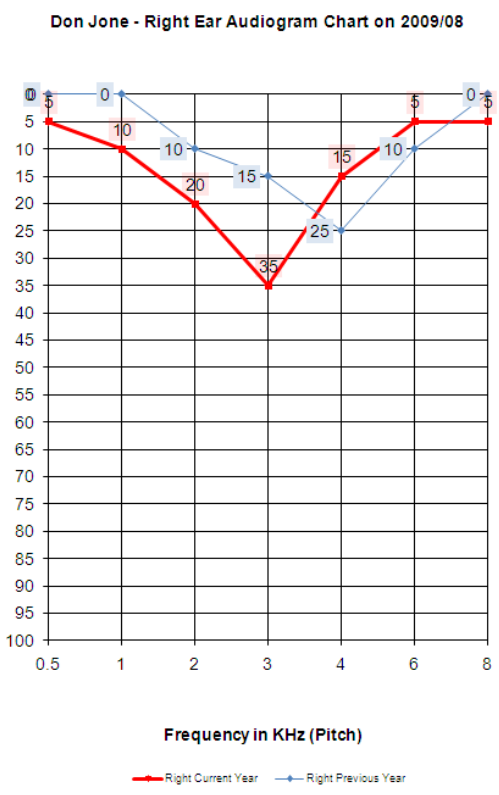
If you click the 'Yes' button the test results for the current and previous years will be displayed in the same chart for comparison. If you click the 'No' button then since there is no previous test result, the single year chart will be display



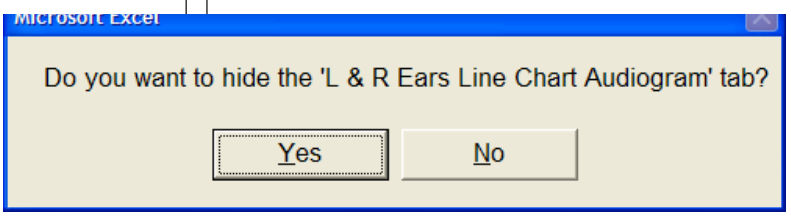
ed.

You will see the following message box when you click on any other tab to move away from the 'L & R Ears Line Chart Audiogram' tab.



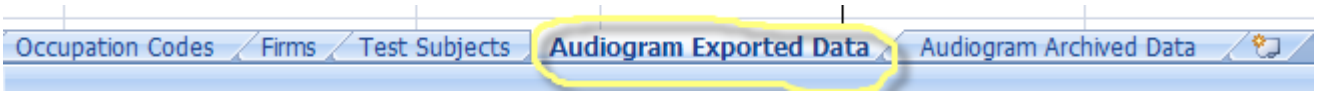


Click 'No' if you want to review or print the chart later. Click 'Yes' if you want to hide the tab.



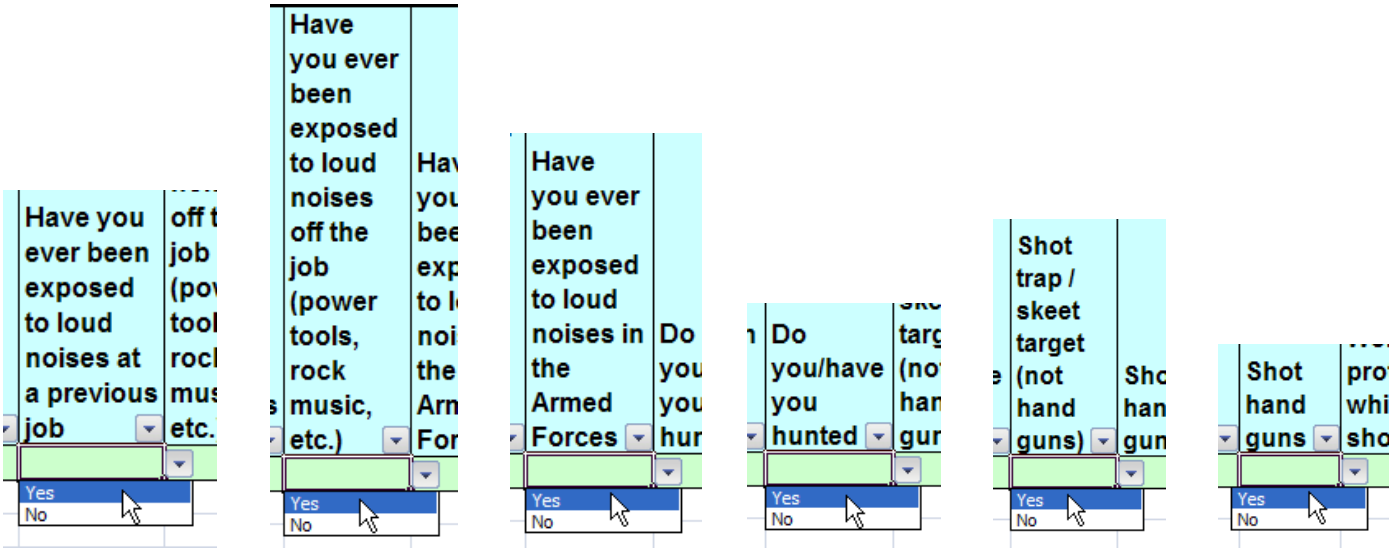
Entering Optional Fields in Data Entry Mode

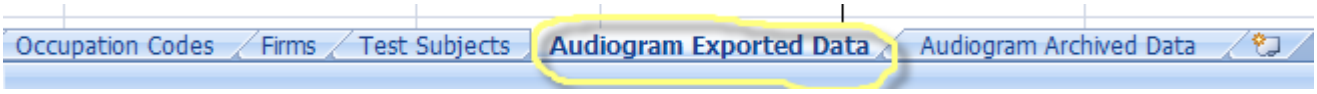
The data fields for 'Noise History', 'Medical History (Hearing)' and 'Medical History (Gen)' in the 'Audiogram Data Entry' tab, are all optional fields.



Entering 'Noise History' Info

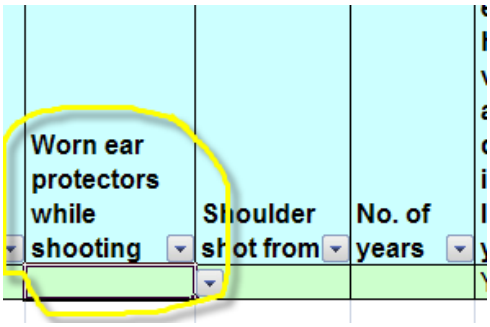
You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.

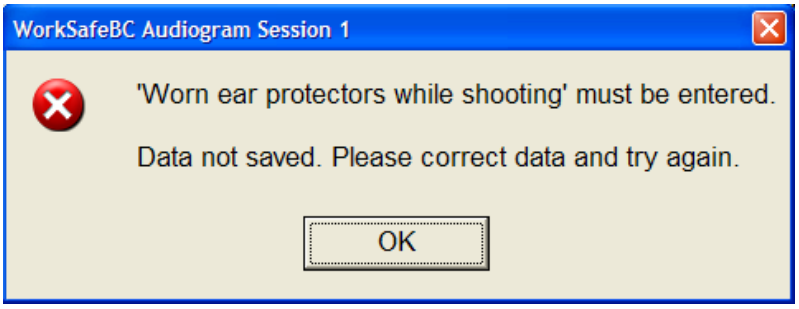




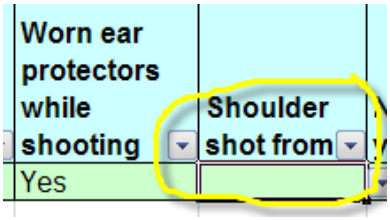
If answer to one or all of the following questions is 'Yes', the 'Worn ear protectors while shooting', 'Shot trap/skeet target (not hand guns)' and 'Shot hand guns' fields will be validated in sequence when you click the 'Save' button to save the hearing test.

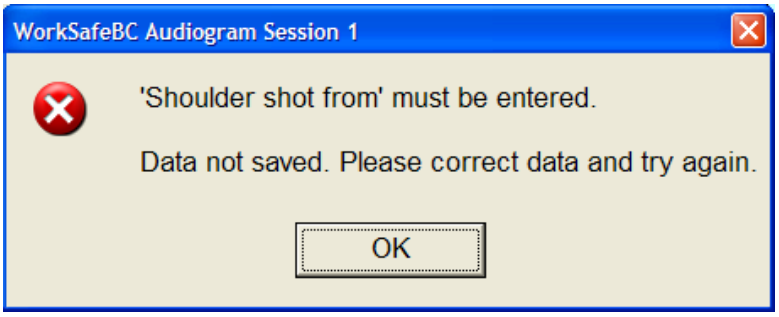
You will see the following message box, if 'Worn ear protectors while shooting' is not filled in.



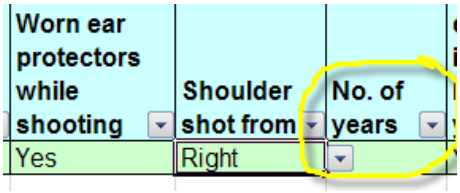

WorkSafeBC Audiogram Session 1
'Worn ear protectors while shooting' must be entered.
Data not saved. Please correct data and try again.
OK

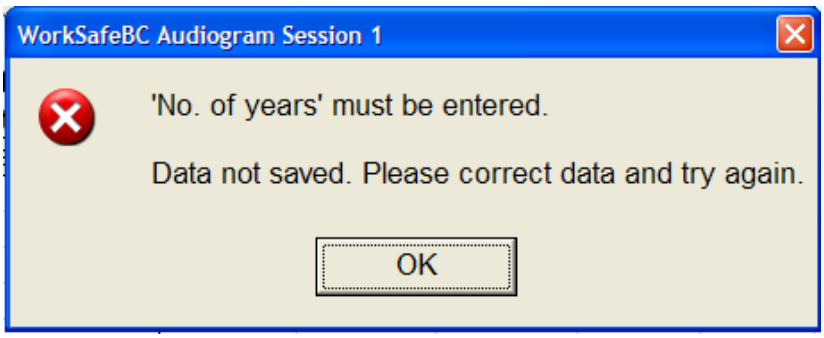
You will see the following message box, if 'Worn ear protectors while shooting' is filled in and 'Shoulder shot from' is not filled in.





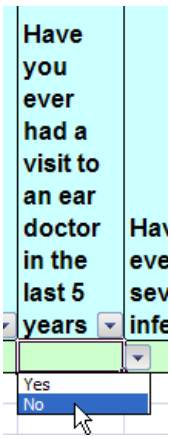
You will see the following message box, if 'Worn ear protectors while shooting' and 'Shoulder shot from' are filled in and 'No. of years' is not filled in.

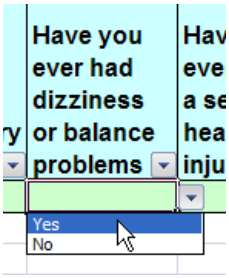

Worn ear protectors while shooting
Shoulder shot from
No. of years
Yes
Right

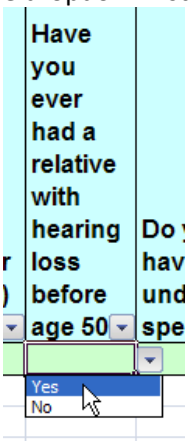

WorkSafeBC Audiogram Session 1
'No. of years' must be entered.
Data not saved. Please correct data and try again.
OK

Entering 'Medical History (Hearing)' Info

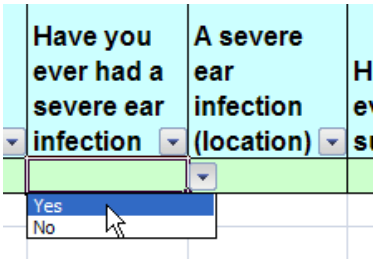
You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.

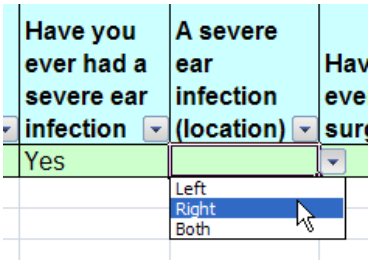


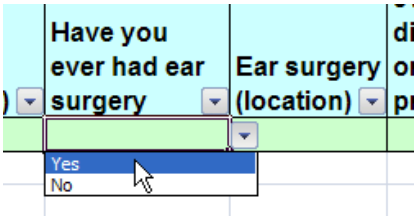


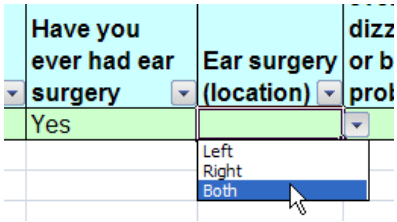


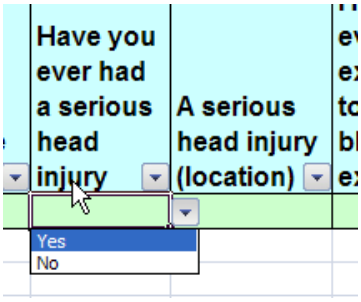
The following fields are related to a location field. If 'Yes' is selected then the location field must be filled in. If 'No' is selected then the location field will be blanked out even if you selected a value.

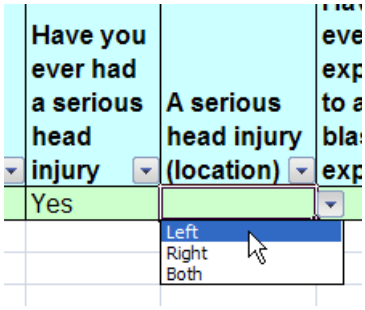


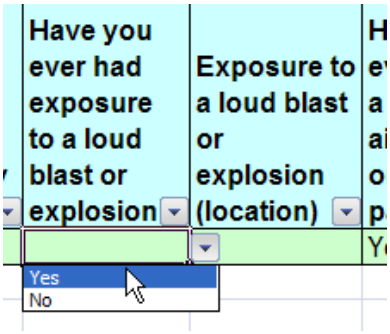


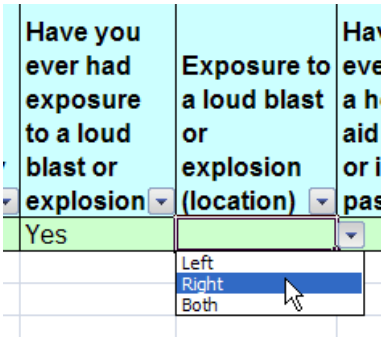


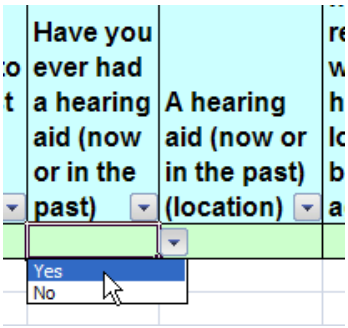


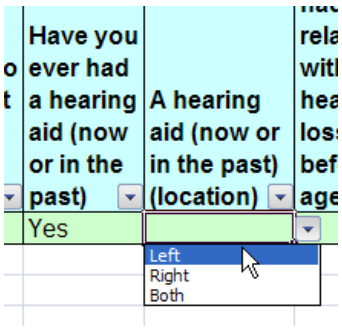


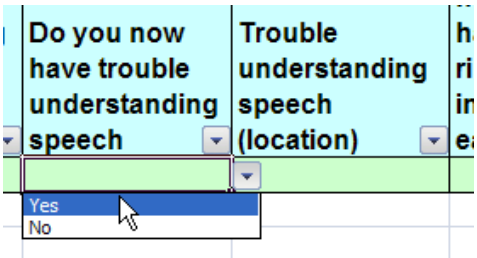


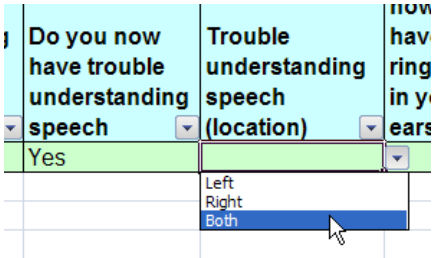

Have you ever had exposure to a loud blast or explosion
Exposure to a loud blast or explosion (location)
Yes
No

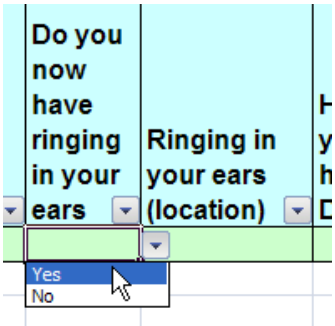

Have you ever had exposure to a loud blast or explosion
Exposure to a loud blast or explosion (location)
Yes
Left
Right
Both

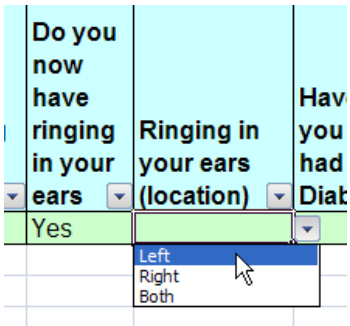

Have you ever had a hearing aid (now or in the past)
A hearing aid (now or in the past) (location)
Yes
No


Have you ever had a hearing aid (now or in the past)
A hearing aid (now or in the past) (location)
Yes
Left
Right
Both

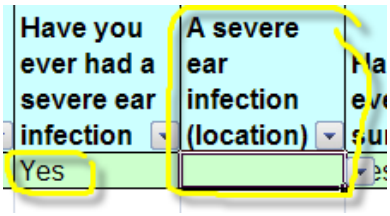

Do you now have trouble understanding speech
Trouble understanding speech (location)
Yes
No

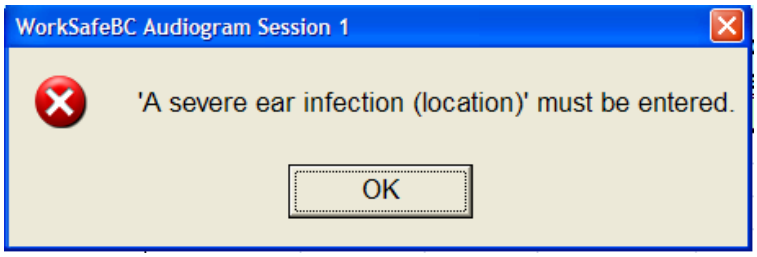

Do you now have trouble understanding speech
Trouble understanding speech (location)
Yes
Left
Right
Both

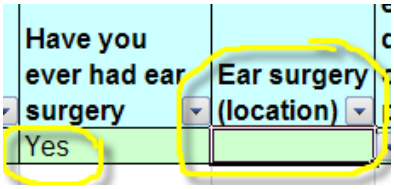

Do you now have ringing in your ears
Ringing in your ears (location)
Yes
No

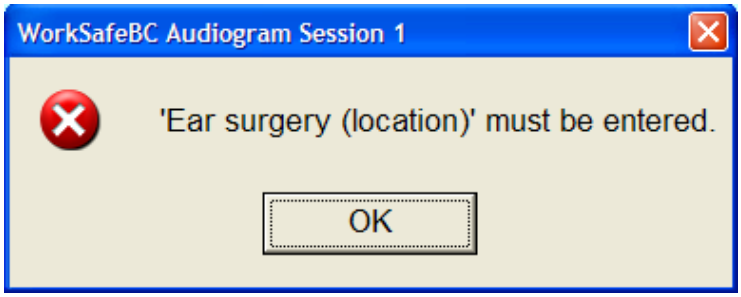

Do you now have ringing in your ears
Ringing in your ears (location)
Yes
Left
Right
Both

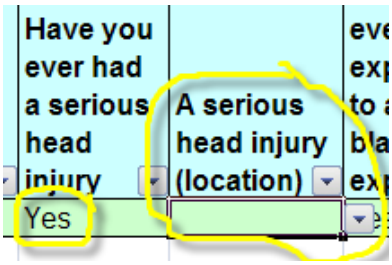
If you have selected ‘Yes’ for any of the above fields that have a related location field and you have not selected a value for the location. You will see the following message box, if you click the ‘Save’ button to save the hearing test. The message will indicate which fields should be filled in.

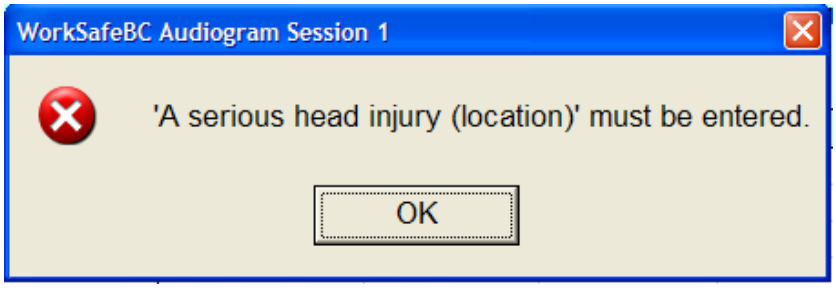


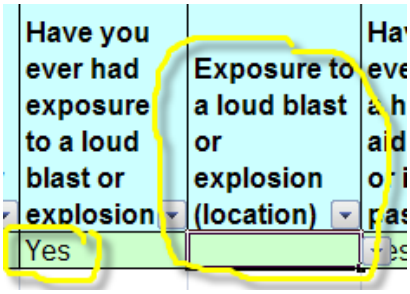


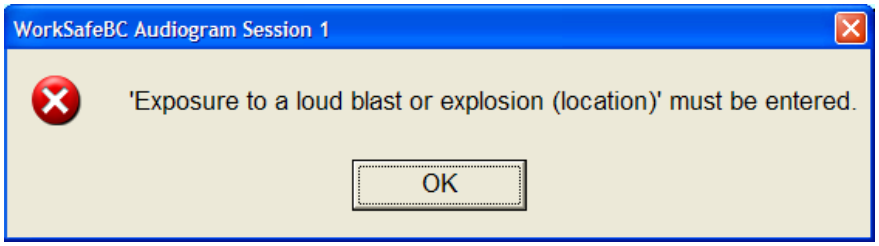


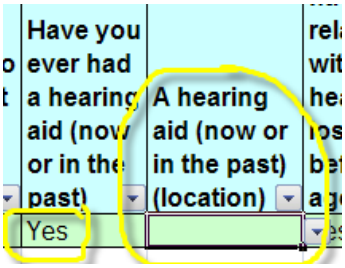


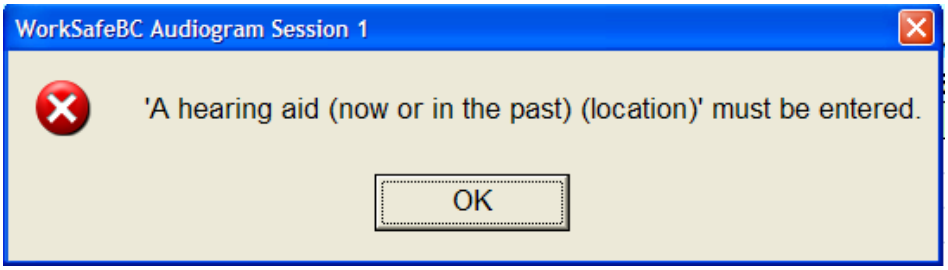


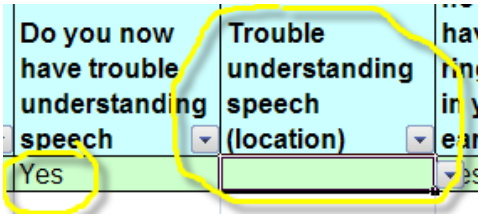


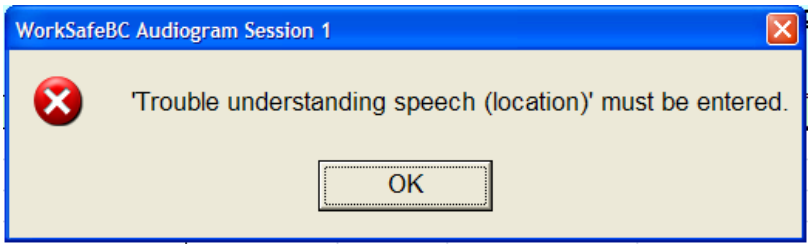


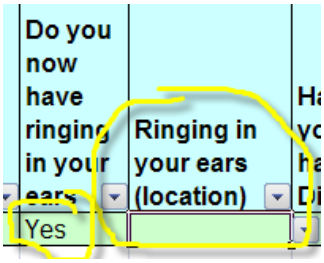


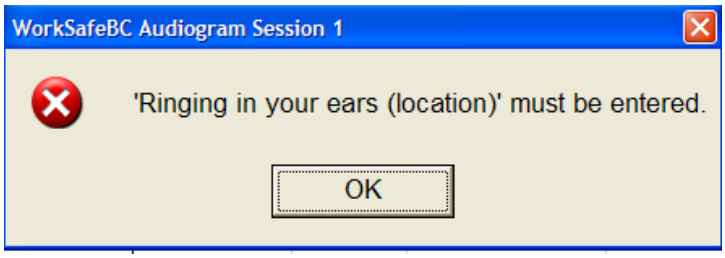






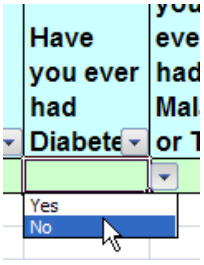


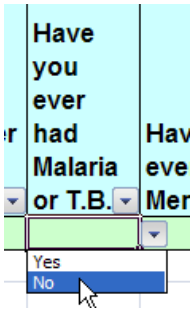


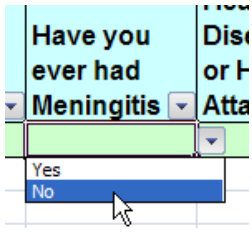


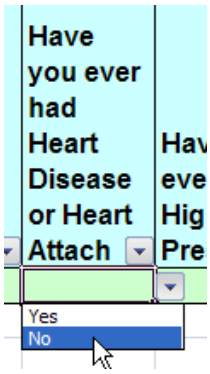
Entering 'Medical History (Gen)' Info

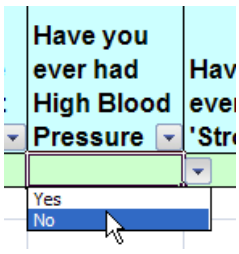
You can select one of the valid values from the dropdown list by clicking on the dropdown button on the right hand side and then select one of the values in the dropdown list.

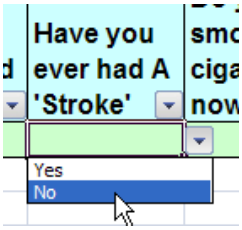




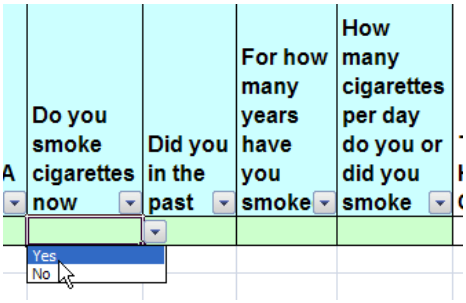


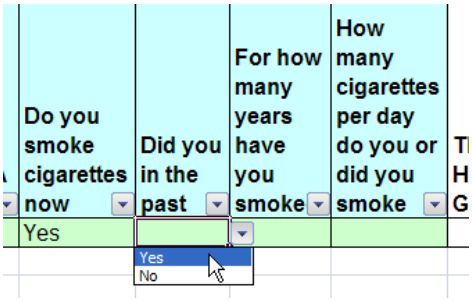


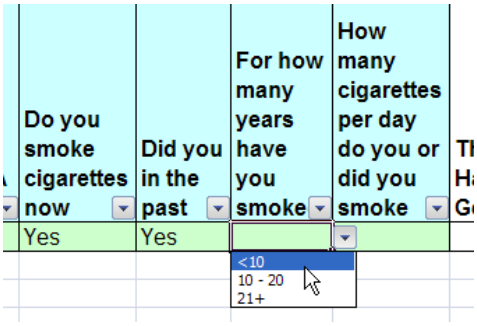


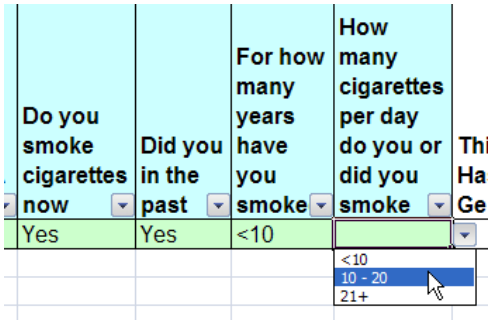

Have you
ever had A
'Stroke'
Yes
No

The following fields are related to each other. If 'Yes' is selected for both or either 'Do you smoke cigarettes now' or 'Did you in the past' then 'For how many years have you smoke' and 'How many cigarettes per day do you or did you smoke' must be filled in. If 'No' is selected for both 'Do you smoke cigarettes now' and 'Did you in the past' then 'For how many years have you smoke' and 'How many cigarettes per day do you or did you smoke' will be blanked out even if you selected a value.

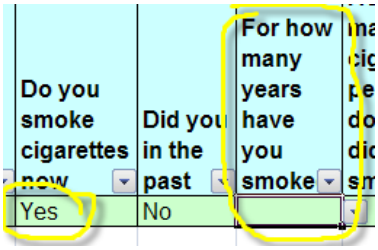

Do you smoke cigarettes now
Did you in the past
For how many years have you smoke
How many cigarettes per day do you or did you smoke
Yes
No

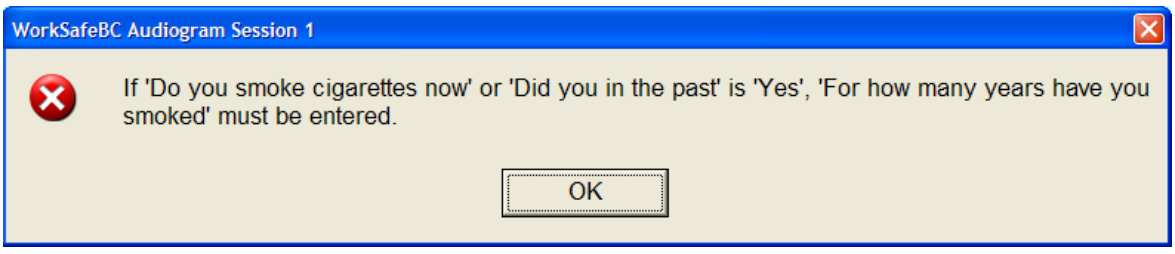

Do you smoke cigarettes now
Did you in the past
For how many years have you smoke
How many cigarettes per day do you or did you smoke
Yes
Yes
No



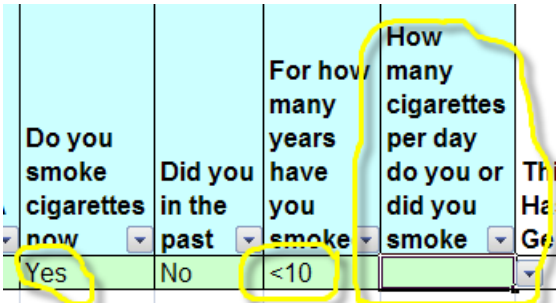


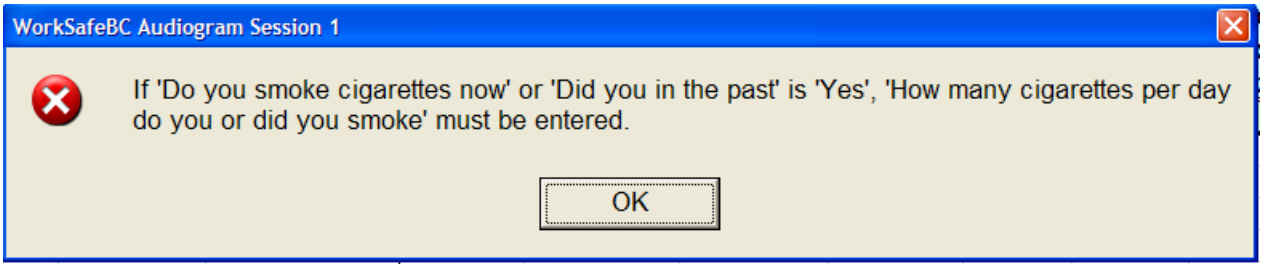
If you have selected 'Yes' for one or both 'Do you smoke cigarettes now' and 'Did you in the past' fields and you have not selected a value for 'For how many years have you smoke' . You will see the following message box, if you click the 'Save' button to save the hearing test.




WorkSafeBC Audiogram Session 1
If 'Do you smoke cigarettes now' or 'Did you in the past' is 'Yes', 'For how many years have you smoked' must be entered.
OK

If ‘For how many years have you smoke’ is filled in and ‘’ is not filled in. You will see the following message box, if you click the ‘Save’ button to save the hearing test.


Do you smoke cigarettes now
Did you in the past
For how many years have you smoke
How many cigarettes per day do you or did you smoke
Yes
No
<10


WorkSafeBC Audiogram Session 1
If 'Do you smoke cigarettes now' or 'Did you in the past' is 'Yes', 'How many cigarettes per day do you or did you smoke' must be entered.
OK